

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding VQ Scan

I hope this message finds you well. I am writing to inquire about the VQ scan services provided by [Company/Organization Name].

[Briefly explain your reason for the inquiry--e.g., need for clarification, scheduling, insurance questions, etc.]

Could you please provide me with the necessary information regarding [specific details you require]? I would greatly appreciate your assistance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]