

[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],

I hope this letter finds you well. I am writing to inquire about
[specific details about the WLS program or service you are interested
in].

As someone who is [briefly explain your background or interest related to
WLS], I am particularly keen on understanding [specific aspects you wish
to know, e.g., program eligibility, application process, or upcoming
events].

Additionally, if available, I would appreciate any brochures or
informational materials you may have on the WLS program.

Thank you for your time and assistance. I look forward to your prompt
response.

Sincerely,
[Your Name]