

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry About WPS Office

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the WPS Office suite. I am particularly interested in the following aspects of your product:

1. Features and Functionality
2. Pricing and Subscription Options
3. Compatibility with other software
4. Support and Customer Service

I would appreciate it if you could provide me with detailed information regarding these points. Also, if there are any brochures or additional resources available, I would be grateful if you could send them my way. Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]