

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

Dear [Recipient Name],

Subject: Inquiry Regarding Excel Template

I hope this message finds you well. I am writing to inquire about the availability of an Excel template that can assist with [specific purpose or function, e.g., budget tracking, project management, data analysis]. Could you please provide me with any information regarding the templates you offer, including their features, pricing, and any customization options? Additionally, if available, I would appreciate a sample or demo version to review before making a decision.

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

Sincerely,
[Your Name]