

Here's a simple inquiry letter template in text format that you can use to create an XLS document:

```
| A | B |
|-----|-----|
|
| **[Your Name]** | [Your Address] |
| **[City, State, Zip]** | [Your Email] |
| **[Phone Number]** | |
| | |
| **[Date]** | |
| | [Recipient's Name] |
| | [Recipient's Title] |
| | [Company Name] |
| | [Company Address] |
| | [City, State, Zip] |
| | |
| **Subject: Inquiry Regarding [Specific Topic]** | |
| | Dear [Recipient's Name], |
| | |
| | I hope this message finds you well. I am writing to inquire about
[specific details you need information about]. |
| | |
| | [Provide any further details or context regarding your inquiry.] |
| | |
| | I appreciate your assistance and look forward to your prompt
response. |
| | |
| | Thank you, |
| | |
| | [Your Name] |
| | [Your Job Title] |
| | [Your Company Name] |
```

You can copy this structure into an Excel sheet and adjust the columns and rows as needed.