

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry About Services

I hope this message finds you well. I am writing to inquire about the services offered by [Company Name]. I am particularly interested in [specific services you need information about].

Could you please provide me with details regarding [specific questions or information needed]? Additionally, I would appreciate any brochures, price lists, or other materials that could assist in my decision-making process.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]