

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

Yvette [Last Name]  
[Her Address or Company Name]  
[City, State, Zip Code]

Dear Yvette,

I hope this message finds you well. I am writing to inquire about  
[specific inquiry].

[Provide any necessary context or background information related to your  
inquiry. Be clear and concise.]

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

Best regards,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company, if applicable]