

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Health Services

I hope this letter finds you well. I am writing to inquire about the health services offered by [Company/Organization Name]. I am particularly interested in [specific services, programs, or information you are seeking].

Could you please provide me with more details regarding [specific questions or topics]? Additionally, I would appreciate any brochures or promotional materials that outline your services.

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

Sincerely,

[Your Name]