

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Business Inquiry

I hope this message finds you well.

I am writing to inquire about [specific information or topic] related to [brief description of your business or industry]. Our company, [Your Company Name], specializes in [mention your product or service] and we believe that collaborating with your organization could be mutually beneficial.

We are particularly interested in [specific details of the inquiry, such as partnership opportunities, product offerings, or service availability].

Please let us know a convenient time for us to discuss this further. We look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]