

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Service Inquiry

I hope this message finds you well. I am writing to inquire about the services offered by [Company's Name]. I am particularly interested in [specific service or product] and would like to obtain more information regarding [specific details - pricing, availability, etc.].

Additionally, I would appreciate if you could provide insights on [any additional questions or concerns].

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

Sincerely,

[Your Name]