

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

[Introductory paragraph stating the purpose of your inquiry.]

[Second paragraph with detailed information or questions you have regarding their services, products, or business.]

[Concluding paragraph requesting a response and expressing appreciation.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]