

Professional Inquiry Letter Outline

Sender's Information

- Name
- Job Title (if applicable)
- Organization (if applicable)
- Mailing Address
- Email Address
- Phone Number
- Date

Recipient's Information

- Name
- Job Title
- Organization
- Mailing Address

Salutation

Dear [Recipient's Name/Title]:

Introduction

- State your purpose for writing
- Brief self-introduction (if necessary)
- Reference any prior contact, if applicable

Body

- Clearly state the information or details you are seeking
- Explain why you are seeking this information
- Provide any relevant background or context
- Specify any deadlines or important dates (if applicable)

Conclusion

- Thank the recipient for their time and assistance
- Offer to provide further information if needed
- Include a closing statement (e.g., "I look forward to your response.")

Closing & Signature

- Formal closing (e.g., Sincerely, Best regards)
- Signature (if printed)
- Typed name
- Job Title (if applicable)
- Enclosures (if applicable)

