

## Simple Inquiry Letter Outline

### 1. Sender's Address

*Example: 123 Green Street, City, Country*

### 2. Date

*Example: June 25, 2024*

### 3. Recipient's Address

*Example: Mr. John Doe, Company Name, Address*

### 4. Salutation

*Example: Dear Sir/Madam,*

### 5. Opening Paragraph

*State the purpose of your inquiry.*

### 6. Body Paragraph(s)

*Provide details of your questions or requests.*

### 7. Closing Paragraph

*Express thanks and indicate expected response.*

### 8. Complimentary Close

*Example: Sincerely,*

### 9. Sender's Name and Signature

*Example: (Your Name)*