

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)