

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about electronic waste management solutions offered by [Company Name]. As we are increasingly aware of the environmental impact of electronic waste, we are seeking effective strategies and partnerships for responsible disposal and recycling of our electronic equipment.

Could you please provide detailed information about your services, including any processes, pricing, and any certifications you hold? Furthermore, I would appreciate insights into how your solutions comply with relevant regulations and standards in electronic waste management.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]