

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the pricing for your services regarding [specific service]. We are evaluating our options and would appreciate any detailed information you could provide on your pricing structure, packages, and any additional fees.

Additionally, if you could provide details regarding the scope of services included and any customization options available, it would be extremely helpful for us in making an informed decision.

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]