

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about the availability of social work services at [Organization Name].

As I am currently exploring options for [specific needs or situations], I would greatly appreciate any information you could provide regarding the types of social work services offered, availability, and the process for obtaining these services.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]