

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's 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 packaging support services provided by [Company's Name]. We are currently exploring options for packaging solutions for our products and would like to understand your capabilities and offerings in this area.

Could you please provide information on the following:

- The types of packaging services you offer
- Minimum order quantities
- Lead times for production
- Pricing information
- Any additional services or support you provide

We are eager to find a supportive partner for our packaging needs and would appreciate your prompt response. Thank you for your assistance.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]