

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the import/export license requirements for [specific goods or services] as we are planning to [briefly explain your intention, e.g., expand our operations, start importing/exporting].

Could you please provide detailed information regarding the following:

- The necessary licenses needed for [specific goods/services].
- The application process and required documentation.
- Any fees associated with acquiring these licenses.
- Estimated timelines for approval.

Thank you for your assistance. I look forward to your prompt reply to facilitate our planning.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]