

Inquiry for Commercial Proofreading Services

Date: [Insert Date]

To: [Service Provider's Name]
[Service Provider's Company Name]
[Service Provider's Address]
[City, State, ZIP Code]

Dear [Service Provider's Name],

I hope this message finds you well. My name is [Your Name], and I represent [Your Company Name], where we specialize in [your area of business]. We are currently seeking professional proofreading services to ensure the quality and accuracy of our [type of documents, e.g., marketing materials, reports, articles].

Could you please provide us with the following information:

- Overview of your proofreading services.
- Pricing structure and any packages available.
- Turnaround times for different types of documents.
- Qualifications and experience of your proofreading team.
- Sample work or client testimonials.

We are looking to form a long-term partnership with a reliable proofreading service, and your expertise seems to align perfectly with our needs. I look forward to your prompt response.

Thank you for your time.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]