

# Inquiry About Proofreading Specialties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently seeking assistance with proofreading for a project that requires attention to detail and expertise in [specific area, e.g., academic writing, technical documents, etc.].

I would like to inquire about the proofreading specialties your team offers, including any specific areas of expertise you may have. Additionally, I would appreciate information regarding your processes, turnaround times, and pricing structure.

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

Sincerely,

[Your Name]