

Inquiry About Professional Proofreading Services

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently seeking professional proofreading services for [specific document or project name]. I came across your company and would like to inquire about the offers you have available.

Could you please provide me with the following information:

- Services offered and areas of expertise
- Pricing structure and any available packages
- Estimated turnaround time for completion
- Process for submitting documents for proofreading

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]

[Your Company Name]