

Letter of Inquiry

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the availability of alternative formats for [specific material or resource]. As [explain your reason or need for alternative formats, e.g., accessibility concerns], it is important for me to access this information in a format that meets my needs.

Could you please provide information on the types of alternative formats available, as well as the process for obtaining them? I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]