

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the terms and conditions of the utilities services contract provided by your company. As I am considering entering into an agreement, I would appreciate any information you could provide regarding:

- The duration of the contract
- The pricing structure and potential fees
- Cancellation policies
- Service coverage and availability

Additionally, if there are any promotional offers or bundled services available, please include that information as well. I believe this information will greatly assist me in making an informed decision.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]