

Service Proposal Inquiry

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's 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 [Your Position] at [Your Company Name]. We are currently exploring potential service providers for [specific service needed] and are interested in learning more about your offerings.

We would appreciate it if you could provide us with a detailed proposal that outlines your services, pricing structure, and any relevant case studies or references. We are particularly interested in [specific services or features you are interested in].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]