

# Letter of Inquiry for Price Reduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concerns regarding the service I received during my recent experience with [Product/Service] on [Date of Service].

Unfortunately, I encountered several issues that fell short of the standard I have come to expect from [Company Name].

Specifically, [briefly describe the issues encountered]. These problems not only caused inconvenience but also impacted my overall satisfaction with the service provided.

Thank you for your understanding.

Sincerely,

[Your Name]