

# Inquiry Regarding Promotional Materials

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding certain promotional materials published by [Company's Name]. I have encountered [describe the specific promotional material, e.g., a brochure, advertisement, social media post], which seems to contain misleading information about [specific product or service].

Specifically, [provide details about the misleading claims, including what was stated and why it is misleading]. This has raised concerns about the accuracy of the information provided to potential customers.

I kindly request clarification on this matter. Could you please provide more information on the claims made and the evidence supporting them? Additionally, I would appreciate if you could address how [Company's Name] plans to rectify any misleading information in future promotions.

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

Sincerely,

[Your Name]