

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to inquire about the corporate health screening options your organization provides. As part of our commitment to employee wellness, we are interested in exploring services that promote the health and well-being of our staff.

Could you please provide information regarding:

- The types of health screenings available
- Pricing and packages
- Scheduling and availability
- Any additional services or resources offered

Thank you for your assistance. I look forward to your prompt response so we can discuss how we can collaborate in promoting our employees' health.

Best regards,

[Your Name]

[Your Position]

[Your Company]