

Inquiry for Graphic Design Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Graphic Designer/Agency Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Company Name]. We are currently seeking a professional graphic design service to assist us with [briefly describe the project, e.g., branding, advertising materials, website design, etc.].

We would appreciate it if you could provide us with a proposal that includes your service offerings, pricing, and previous work samples. Additionally, we would like to know about your availability and the estimated timeline for the project.

Thank you for considering our request. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]