

Inquiry for Small Business Advisory Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Advisory Service Name]

[Advisory Service Address]

[City, State, Zip Code]

Dear [Advisory Service Contact Name],

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a small business focused on [brief description of your business]. I am reaching out to inquire about your small business advisory services.

As my business is striving to achieve [specific goals or challenges your business is facing], I believe that your expertise could provide valuable insights and guidance. I would appreciate any information you could provide regarding your services, including any areas of specialization, fees, and availability for consultation.

Thank you for considering my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]