

# **Inquiry About Your Social Service Agency's Offerings**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to inquire about the various services your agency offers to the community. I am particularly interested in understanding more about your programs related to [specific area of interest, e.g., mental health support, youth services, family counseling, etc.].

Could you please provide detailed information about the following:

- The types of services available
- Eligibility requirements
- How to access these services
- Any upcoming workshops or events

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

Sincerely,

[Your Name]