

# On-Site Technical Assistance Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of arranging on-site technical assistance for [briefly describe the issue or project].

We believe that expert guidance would greatly enhance our efforts and ensure a successful outcome. If possible, we would appreciate it if you could provide us with the following information:

- Availability of your team for an on-site visit
- Estimated costs associated with the assistance
- Any prerequisites or preparations needed prior to your visit

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]