

# **Inquiry Regarding Adding a Service Line**

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 writing to inquire about the possibility of adding a new service line at [Company Name]. Given the increasing demand for [specific service], we believe it could be a valuable addition to our offerings.

We would greatly appreciate it if you could provide us with more information regarding the process of incorporating this service line, including any necessary approvals, resources needed, and potential timelines.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]