

Letter of Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of the interdepartmental budget approvals for the upcoming fiscal year. As we are in the process of finalizing our departmental plans, it is essential for us to understand the timeline and any potential challenges that may arise during the approval process.

Could you please provide an update on the following:

- The anticipated timeline for budget review and approval.
- Any documentation or additional information required from our department.
- Key contacts for further discussions or queries.

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

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]