

# **Inquiry About Financial Counseling Services**

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the financial counseling services offered by [Organization Name]. I am interested in understanding the options available for individuals seeking assistance with financial management, budgeting, and debt counseling.

Could you please provide information regarding the following:

- Types of financial counseling services you offer
- Eligibility criteria for obtaining assistance
- Scheduling an appointment or consultation
- Any associated costs or fees

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]