

# Inquiry Regarding HR Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position, if applicable] at [Your Company Name]. We are currently exploring options for enhancing our HR services and would like to inquire about the offerings provided by your company.

Specifically, we are interested in learning more about your services related to [list specific areas of interest, e.g., recruitment, training, compliance, etc.]. Additionally, we would appreciate any information regarding pricing, service level agreements, and client testimonials.

Would it be possible to schedule a call or a meeting to discuss this further? I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]