

Inquiry for Service Specifications

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the specifications of the services you provide regarding [specific service]. We are currently assessing our options for [describe your needs briefly], and would appreciate any detailed information you could provide.

In particular, we are interested in the following:

- Service options available
- Pricing structure
- Lead times for service delivery
- Any additional terms and conditions

Please send the relevant specifications at your earliest convenience. Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]