

# Inquiry for Hardware Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the hardware support services provided by [Company Name]. We are currently experiencing issues with our [specific hardware, e.g., servers, computers, etc.] and would like to explore potential support options available to us.

Could you please provide information regarding the following:

- Available support plans and pricing
- Response times for on-site assistance
- Support for equipment under warranty
- Contact procedures for urgent issues

Thank you for your assistance. I look forward to your prompt reply so that we can ensure our hardware functions optimally.

Sincerely,

[Your Name]