

Inquiry for Corporate Relocation Services

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Job Title] at [Your Company Name]. We are currently exploring corporate relocation services to assist with an upcoming move for our employees.

We are interested in understanding the range of services you offer, including:

- Employee relocation assistance
- Housing and real estate services
- Moving and logistics
- Cost estimates and package options

Could you please provide us with your service details, pricing information, and any relevant case studies or testimonials? We aim to make a decision by [Insert Decision Date] and would appreciate your prompt response.

Thank you for your attention, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]