

# Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Local Government Department Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a resident of [Your Local Area]. I am writing to inquire about the public services offered by our local government.

Specifically, I would like to know about the following services:

- Community health programs
- Waste management and recycling services
- Public transportation options
- Emergency services and response programs

Additionally, I would appreciate any information on how residents can access these services and any upcoming workshops or informational sessions that may be available.

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

Sincerely,

[Your Name]