

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the alternative service options available to us. We are currently evaluating our needs and would appreciate more detailed information on the services that your company can provide.

Could you please provide insights into any additional service alternatives, pricing, and any related benefits or limitations? This information will greatly assist us in making an informed decision.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]