

Request for Extended Services Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request more information regarding the extended services that your organization offers. I am particularly interested in understanding the specifics of the services, pricing, and any potential benefits they may provide.

As I consider options for [insert your relevant need or purpose], further details regarding your extended services would be invaluable. I would appreciate any brochures, pricing guides, or additional documentation you could provide.

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

Sincerely,

[Your Name]