

Inquiry for Hardware Technical Service Availability

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

[Recipient's Name]
[Recipient's Position]
[Service Provider's Company]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of hardware technical services for [specific hardware or system name] that our company is currently using. We are experiencing [briefly describe the issue or need for service] and would like to understand your availability and service options.

Could you please provide the following information:

- Availability of technical support for the requested service
- Response time for on-site support
- Cost and payment terms for the service
- Any additional services or support packages available

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]