

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about your contract advisory services as we are currently seeking assistance to navigate our contract management process. Specifically, we are looking for expertise in reviewing and drafting contracts, ensuring compliance with legal standards, and providing strategic advice on contract negotiations.

We would appreciate it if you could provide us with information regarding your services, areas of specialization, and any preliminary fee structures. Additionally, we would like to know if you have experience working with organizations in our sector.

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

Sincerely,

[Your Name]

[Your Title]