

Request for Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request detailed information about the services offered by [Company Name]. We are currently evaluating potential partnerships and would like to understand how your offerings align with our needs.

Specifically, I am interested in the following:

- Overview of services
- Pricing structure
- Case studies or examples of past work
- Terms and conditions

As we aim to make an informed decision, I would appreciate it if you could respond by [insert deadline]. Your prompt attention to this matter will be greatly valued.

Thank you for your cooperation. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Title/Position]