

Inquiry into Service Capabilities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the specific service capabilities your company offers. As we are currently evaluating potential partnerships, understanding your strengths and expertise is crucial for our decision-making process.

Could you please provide detailed information regarding the following:

- Types of services offered
- Experience in our industry
- Service delivery processes and timelines
- Customer support and after-sales service

We appreciate your time and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]