

Request for Service Description and Pricing

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

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

Dear [Recipient's Name],

I hope this message finds you well. We are currently in the process of evaluating potential service providers for [specific services needed] and would like to request a detailed description of your services along with your pricing structure.

We are particularly interested in understanding:

- Service offerings and any packages available
- Pricing models (e.g., hourly rates, flat fees, etc.)
- Any additional costs or fees that may apply
- Terms and conditions related to the services

Please send your response by [deadline for response], as we are looking to make a decision shortly thereafter.

Thank you for your attention to this request. We look forward to your prompt reply.

Sincerely,

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