

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to inquire about the water filtration systems offered by your company. As we are exploring options to improve our water quality, we are particularly interested in understanding the different types of filtration systems available, their specifications, and pricing.

Could you please provide information regarding:

- Types of filtration systems available
- Technical specifications
- Cost estimates
- Installation processes
- Maintenance requirements

We are looking to make a decision soon, so timely information would be greatly appreciated. Thank you for your assistance, and I look forward to your response.

Sincerely,  
Your Name