

# Inquiry for Car Rental Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Car Rental Company Name],

I am writing to inquire about your car rental services for our corporate needs. We are planning an upcoming event on [insert date(s)] and anticipate requiring vehicles for transportation for our staff and clients.

Specifically, we would like to know the following:

- Availability of vehicles during [insert date(s)]
- Types of vehicles available, including any luxury options
- Pricing and any corporate discounts available
- Insurance and liability coverage details
- Terms and conditions of your rental services

Please provide this information at your earliest convenience so that we can make the necessary arrangements. If possible, we would also appreciate any brochures or additional materials that detail your services.

Thank you for your attention to this matter. I look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]