

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

[Recipient Name]  
[Recipient Position]  
[Web Development Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Business Inquiry for Web Development Services

Dear [Recipient Name],

I am writing to you on behalf of [Your Company Name] to inquire about your professional web development services. As our business continues to grow, we are seeking an experienced partner to assist us in designing, developing, and maintaining a dynamic and user-friendly website that aligns with our company's vision and objectives.

We would appreciate it if you could provide us with detailed information regarding the following:

- The range of web development services your company offers
- Relevant experience and portfolio samples
- Estimated timelines for project completion
- Pricing structure and payment terms
- Technologies and frameworks you specialize in
- Support and maintenance options post-launch

We are particularly interested in understanding how your solutions can address our specific business requirements and create a seamless online experience for our clients. If available, please include any client testimonials or references that can speak to the quality of your work.

Kindly let us know a convenient time for a call or meeting to further discuss our project requirements and potential collaboration. Thank you for your attention to this inquiry. We look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]