

Sample Inquiry Letter with Follow-Up Request

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

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your [specific service, e.g., catering services] and would appreciate if you could provide me with more detailed information. I am particularly interested in understanding the range of options available, pricing, and any packages that you may offer.

I would also like to know about your booking process and any special requirements or policies that I should be aware of. Additionally, could you please send me information regarding availability for [preferred date(s), if applicable]?

As I am keen to make an informed decision, your prompt response would be greatly appreciated. If possible, I kindly request that you follow up with me by [preferred method of contact, e.g., email or phone] at your earliest convenience.

Thank you very much for your attention to my inquiry. I look forward to your response and hope to proceed with your services.

Sincerely,
[Your Full Name]