

This sample **business-to-business inquiry letter** for services demonstrates a professional and concise way to request detailed information about service offerings from another company. It highlights the importance of clear communication, specifying the nature of services required, and expressing interest in establishing a potential collaboration. Using this template can help businesses effectively initiate dialogue, clarify service terms, and pave the way for successful B2B partnerships.

## Sample Business-to-Business Inquiry Letter for Services

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to inquire about the range of services your company provides, specifically in the area of [mention the specific service, e.g., logistics support, IT solutions, marketing consultancy, etc.].

As we are currently evaluating potential service partners who can meet our requirements for [briefly describe your needs or goals, e.g., efficient supply chain management, digital marketing strategies, etc.], we are interested in learning more about your offerings, pricing structures, and terms of collaboration.

We would appreciate it if you could provide detailed information regarding your service portfolio, client references, timelines, and any additional value-added services. Additionally, please let us know if you are available for a call or meeting to discuss how your solutions can align with our business objectives.

Thank you for your attention to this inquiry. We look forward to your prompt response and to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]