

Inquiry Letter Format for Service Pricing Details

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

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

Subject: Inquiry Regarding Service Pricing Details

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request detailed pricing information regarding your [specific service(s), e.g., digital marketing, cleaning, consulting, etc.] that I am considering for my [business/residence/personal use].

I would appreciate it if you could kindly provide a comprehensive breakdown of your service charges, including:

- Base service fees
- Additional costs or optional services
- Taxes and other applicable fees
- Payment terms and conditions
- Any available packages or discounts

Furthermore, please include any other relevant information regarding your services, timelines, and terms for engagement. Transparency in your pricing and policies will help us make an informed decision and establish clarity for both parties.

I look forward to your prompt response. Please feel free to reach out to me should you need any additional information from my end.

Thank you for your time and assistance.

Sincerely,
[Your Name]