

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Company Name] to formally inquire about the services offered by [Recipient's Company Name]. As we are currently assessing potential providers to meet the growing needs of our business, we are particularly interested in understanding the range of solutions and value-added services you offer.

To facilitate our evaluation and to ensure we have the most up-to-date information, I would kindly request that you provide us with your latest service brochures and any relevant informational materials. Specifically, we are interested in brochures that detail your current service offerings, pricing structures, and any recent updates or new features introduced.

If available, we would appreciate receiving both digital and printed copies to share with our decision-making team. This will greatly assist us in making an informed decision and exploring opportunities for future collaboration.

Thank you for your attention to this request. Should you require any additional information regarding our business needs, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number]. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company Name]