**Inquiry Letter Sample for a service**

My name is [X] and I’m the [production manager] at [company name]. I came across your organization while searching for companies that provide [service type or name]. We are in the process of [extending our infrastructure, improving our services, etc…] and would like to explore a possible cooperation with you. [Explain in details your requirements and what you expect from them]. I appreciate if you could share with me your past experience in similar projects and explain how you can possibly help us in achieving this goal. Please contact me if you have further questions. Looking forward to doing business together.

Best Regards