To,

[Name of Recipient]

[Recipient’s Designation]

[Recipient’s Company Name & Address]

Date:

**Subject: Letter of Inquiry for Franchise**

Respected Sir/Madam,

I am [your Name] and I live at [your complete Street Address]. I am writing this letter to inquire some details about the franchise of your company, [mention Company Name].

I came to know about the availability of your company’s franchise at your website, and I am willing to be a franchise partner for your company. Therefore, I request you to kindly provide me with the details of all the necessary requirements to apply for this franchise. I own a property at [details of your property location] and I think it would be a great place for the franchise.

So, it will be very kind of you if you send these details at my email address [mention email address]. Looking forward to your positive response.

Yours Sincerely,

[Sender Name]

[Sender Contact Details]

[Sender Signature]