[Sender Name]

[Sender Designation]

[Sender Company Name & Address]

To,

[Name of Recipient]

[Recipient’s Designation]

[Recipient’s Company Name & Address]

Date:

**Subject: Letter of Inquiry to Health Care Agency**

Respected [Name of Recipient],

I am writing this letter with the intention to get some information about your health care agency. Recently, I have heard about your health care agency, and I came to know that you are providing quality services here. So, I want to know some more details about it.

It will be very kind of you if you provide me the details about health care package. What are the best facilities your agency provides to common people? Let me know about the diseases which are treated in your agency. How much it costs to get the treatment in your health care agency? Does this agency provide health insurance? [and any other details]

I will be expecting your quick response. Contact me through given phone number or email address.

Yours Sincerely,

[Sender Name]

[Sender Contact Details]