To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request for Services Information**

Dear Mr. / Mrs. [Name of the Recipient],

I have seen that your organization provides the services of interior design and interior decoration of offices and residential apartments. I have seen your work on your website and I must say that I am very surprised.

I would like to avail your services for the interior decoration of both my home and office. It will be great if you sent me the complete information regarding your services like your scope of work, the different themes you have, and the pricing details.

You can reach me via the contact details that are given below.

Thanking you in anticipation.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]