Simple inquiry letter sample

128 East Forty-Sixth Street,

New York, N. Y.,

June 15, 1922.

The Prentiss Candy Co.,

Long Island City, N. Y.

Gentlemen:

The *Better Food Magazine*, to which I am a contributor, has asked me to make an investigation of the manufacture of the most widely advertised foods, with a view to writing an article on foods for the magazine.

I should like if possible to talk with someone and to make a short visit to the factory. If you can arrange an appointment for me during the next week, will you let me know? I shall greatly appreciate it.

Very truly yours,

(Miss) Vera Henderson.

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