Letter of inquiry sample requesting information

Letter example - Requests for information

Bradford Mills, Pa., August 9, 1923.

Dr. Louis Elliott, 29 Walnut Street, Philadelphia, Pa.

My dear Dr. Elliott:

I am writing a paper on Vitamins to be read before the Mothers' Club, an organization of Bradford Mills mothers.

I have drawn most of my material from your article in the *Medical Magazine*, acknowledging, of course, the source of my information. There are several points, however, on which I am not clear. As it is of great importance that this subject be presented to the mothers correctly, I am addressing you personally to get the facts.

Am I to understand that no other foods than those you mention contain these vitamins?

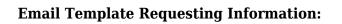
2. Are all the classes of vitamins necessary to life and will a child fed on foods containing all the known vitamins be better conditioned than one fed on only one kind?

I shall greatly appreciate your answering my questions. The members of the club have shown surprising interest in this matter of food.

Yours sincerely, Mabel Manners.

Email Template Requesting Information

Terry C. Jones



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