Research Inquiry Letter

Name/Title Mary Roe

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Subject: Inquiry regarding my research

Respected Mr. Lee,

I am currently studying in XYZ Business School Pursuing my MBA. I am in second year and have to give presentation on marketing field.

I have read about your company on website and would like to do research on your company. I want to know about the marketing process. Therefore I request you to give me one day permission of visiting your company and allow me to inquire about the marketing process.

I would be grateful if you give me a chance to conduct the research. Please let me know about your reply at the earliest.

Thanking you,

Graham Bell