

Subject: Inquiry: Candidate Resume Formatting Services

Dear [Recipient Name],

I am writing to inquire about your experience and services regarding candidate resume formatting. We are currently looking for a partner to assist in standardizing and rebranding applicant CVs to meet our corporate identity.

Specifically, I would like to know:

- What is your typical turnaround time for formatting a single resume?
- Do you have experience working with [Industry Name] specific terminology?
- Can you provide examples of templates you have previously designed or populated?
- What are your rates per resume or per project?

Our goal is to ensure all candidate profiles sent to our clients are professional, consistent, and easy to read. Please let me know if you are available to discuss a potential collaboration.

I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]