**The “Inquiry” Template**

Subject: Are you the best person to speak to at [Company X]?

Hi [Dave],

My name is [Sam], a [Product Manager] at [Company X]. I was hoping you could point me in the right direction.

We’re launching a new service that streamlines the inventory management process for restaurants, and we’re speaking to restaurant owners in [New York City] to get their feedback.

Are you the best person to speak to with regards to this? If not, could you please refer me to the best contact?

Thank you.