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What others are saying addressing a business letter Formal letters: how to write an inquiry letter An inquiry letter is what we send to a person or a company when we need more information about a product or service offered by that person or company. Alachua KANAPAHA PRESBYTERIAN CHURCH Location: 6221 Southwest 75th Terrace County: Alachua City: Gainesville Description: In 1857, a group of Sea Island cotton planters from South Carolina who steeled near here called an organizational meeting to establish Kanapaha Presbyterian Church. The Reverend William J. McCormick (1821-1883) was recruited from South Carolina to be its first pastor.