

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to BWI Inquiry

I hope this letter finds you well. I am writing in response to your inquiry regarding [specific topic or issue related to BWI].

[Provide a brief overview of the situation or the request made by the BWI.]

[Address the main points of concern or questions raised in the BWI inquiry. Provide any relevant information, data, or context.]

[If applicable, suggest next steps or any follow-up actions that may be necessary.]

Thank you for your attention to this matter. If you have any further questions or need additional information, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]