

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

[Recipient Name]
[Recipient Position]
[Recipient Department]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to Inquiry [Inquiry Number/Title]

I hope this letter finds you well. I am writing in response to your inquiry dated [Date of Inquiry] regarding [briefly state the subject of the inquiry].

[Provide a clear and concise response to the inquiry. Include any relevant information, data, or supporting documentation as necessary. Be sure to address all points raised in the original inquiry.]

[If applicable, mention any actions that will be taken or have already been taken as a result of the inquiry.]

Thank you for bringing this matter to our attention. Should you require further information or clarification, please do not hesitate to contact me directly at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Department]

[Your Organization]