

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

[Recipient Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to DLA Form Submission

I hope this letter finds you well. I am writing to provide a response regarding the DLA form that I submitted on [Date of Submission].

[Insert a brief overview of the main points or issues addressed in the original submission. Include any additional information or clarification that is necessary.]

If you require any further information or documentation to assist in the processing of my request, please do not hesitate to reach out. I am willing to provide whatever is needed to ensure a prompt review.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]