

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

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

Dear [Recipient's Name],

Subject: Response to Your Inquiry Regarding DQ Application

Thank you for your inquiry regarding the DQ application submitted on [submission date]. We appreciate your interest and prompt communication.

After reviewing your application, we would like to inform you that [briefly state the outcome or status of the application].

[If applicable, provide additional information regarding next steps, required documents, or any clarifications needed].

Please feel free to reach out if you have any further questions or require additional assistance. We look forward to supporting you through this process.

Warm regards,

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