

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

[Recipient Name]  
[Recipient Title]  
[FCA Department Name]  
[Financial Conduct Authority]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to Inquiry [Inquiry Reference Number]

I am writing to respond to your inquiry dated [Date of Inquiry] regarding [briefly describe the subject of the inquiry]. We appreciate the opportunity to address your concerns and provide the requested information.

[Provide a detailed response to the inquiry, including any relevant facts, figures, or documentation. Be clear and concise in addressing each point raised in the inquiry.]

Enclosed, please find [list any enclosed documents or evidence] to support our response. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. We look forward to your acknowledgment of this response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]

[Enclosures: if applicable]