

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to Your Inquiry

Thank you for your inquiry regarding [specific subject or request]. We appreciate your interest in [mention relevant product/service/issue].

[Body of the letter: provide detailed information, answer questions, and address any concerns the recipient may have].

If you need further assistance or have additional questions, please feel free to contact me at [your phone number] or [your email address].

Thank you once again for reaching out to us.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]