

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Office]
Flathead Valley Community College
[College Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Inquiry Response Regarding [Specific Inquiry Topic]
Thank you for your response to my inquiry dated [Date of Original Inquiry]. I appreciate the time you took to address my questions regarding [specific topics or concerns].
[Insert a brief summary of the inquiry and the main points from the response you received. Include any additional questions or clarifications you may need.]
I look forward to your prompt response to ensure that I fully understand [specific aspects you want to clarify].
Thank you once again for your assistance.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]