

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

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

Dear [Recipient's Name],

Subject: Response to FQDO Inquiry

I hope this letter finds you well. I am writing in response to your recent inquiry regarding [specific subject or issue].

[Insert detailed response addressing the inquiry, providing required information, and any necessary clarifications.]

Thank you for your attention to this matter. Please feel free to reach out if you require any further information or assistance.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]