

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[HFSA Office/Department]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding HFSA

I hope this letter finds you well. I am writing to inquire about  
[specific issue or question related to HFSA], and I would appreciate your  
guidance on this matter.

[Insert details about your inquiry, providing any necessary context or  
background information.]

Thank you for your attention to this matter. I look forward to your  
prompt response.

Sincerely,  
[Your Name]