

[Your Name]  
[Your Position]  
Johnson & Johnson  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Clarification on [Specific Inquiry Topic]  
I hope this message finds you well.  
Thank you for your recent inquiry regarding [specific issue or question].  
We appreciate your interest and understand the importance of providing  
clear and accurate information.  
To clarify, [provide a clear and concise response to the inquiry,  
addressing specific points or issues raised].  
If you require further information or have additional questions, please  
do not hesitate to contact me directly at [your phone number] or [your  
email address].  
Thank you for your understanding.  
Best regards,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
Johnson & Johnson