

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

[Recipient's Name]
[Recipient's Title]
[Kelley Blue Book]

[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

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

[Provide a brief overview of the situation and reference any previous communication, if applicable.]

I appreciate the information provided and would like to [state your request, question, or point of clarification].

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

Sincerely,
[Your Name]