

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
KBR, Inc.
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Inquiry Regarding [Specific Topic]
I am writing to inquire about [specific information or topic related to KBR].
[Provide a brief background or context for your inquiry.]
I would appreciate any details you could provide regarding [specific questions or points of interest].
Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]