

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

KBR

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

Dear [Recipient Name],

Subject: Response to Inquiry

I hope this letter finds you well. I am writing in response to your recent inquiry regarding [specific details of the inquiry]. We appreciate your interest in [topic or service].

[Paragraph 1: Address the specific questions or points raised in the inquiry. Provide clear and concise information.]

[Paragraph 2: If applicable, include any additional relevant information or documentation that may assist the inquiry.]

[Paragraph 3: Offer further assistance if needed, encouraging communication.]

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]