

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your letter dated [date of the original letter], regarding [briefly mention the subject of the original letter]. I appreciate you reaching out to me about this matter.

[Insert your response to the main points raised in the original letter, addressing concerns, providing feedback, and/or asking for clarification if necessary.]

Moving forward, I hope we can [mention any potential solutions or next steps]. If you have further questions or require additional information, please don't hesitate to reach out.

Thank you once again for your correspondence. I look forward to your response.

Sincerely,

[Your Name]  
[Your Position, if applicable]