

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to PBC Inquiry

Thank you for your letter dated [date of the original letter] regarding [brief description of the inquiry]. We appreciate the opportunity to address your concerns.

[Paragraph 1: Acknowledge the specific points raised in the original PBC letter. Provide any necessary clarifications or context.]

[Paragraph 2: Offer a detailed response to the specific issues mentioned in the inquiry, including any supporting information or documentation if applicable.]

[Paragraph 3: If necessary, provide any additional information or next steps that may be relevant to the inquiry.]

We are committed to addressing your concerns and appreciate your patience as we work through this matter. Please feel free to contact me directly at [your phone number] or [your email address] if you have any further questions or require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]