``` John Doe

123 Main St, Anytown, USA
johndoe@example.com (555) 123-4567 Jane Smith
456 Elm St, Othertown, USA
janesmith@example.com October 15, 2023 Response to Your Inquiry
Dear Jane, Thank you for reaching out regarding your inquiry. I appreciate your patience as I took the time to respond. I have looked into your questions and would like to provide you with the following information... Best regards, John Doe