

```

```python
def generate_letter(recipient_name, sender_name, date, subject, body):
 letter = f"""
 {date}
 {recipient_name}
 [Recipient Address]
 [City, State, Zip Code]
 Dear {recipient_name},
 {subject}
 {body}
 Sincerely,
 {sender_name}
 [Sender Address]
 [City, State, Zip Code]
 """
 return letter
Example usage
recipient = "John Doe"
sender = "Jane Smith"
date = "October 1, 2023"
subject = "Regarding Your Recent Inquiry"
body = "Thank you for reaching out to us. We appreciate your interest and
will get back to you shortly."
print(generate_letter(recipient, sender, date, subject, body))
```

```