

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to Your Inquiry

I hope this letter finds you well. I am writing to address the questions you raised in your recent correspondence dated [date of their letter].

1. ****Question 1****: [Restate the question]

****Answer****: [Provide a detailed answer].

2. ****Question 2****: [Restate the question]

****Answer****: [Provide a detailed answer].

3. ****Question 3****: [Restate the question]

****Answer****: [Provide a detailed answer].

I trust that this information will help clarify your queries. Should you need further assistance or have additional questions, please do not hesitate to reach out.

Thank you for your attention.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]