

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the questions regarding [specific topic or issue]. Below are my responses to your inquiries:

1. \*\*Question 1:\*\* [Your answer to question 1.]

2. \*\*Question 2:\*\* [Your answer to question 2.]

3. \*\*Question 3:\*\* [Your answer to question 3.]

If you have any further questions or need additional information, please feel free to reach out. I appreciate your attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]