

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this letter finds you well. I wanted to take a moment to respond
to your recent questions.
1. **[Question 1]**
[Your answer to question 1]
2. **[Question 2]**
[Your answer to question 2]
3. **[Question 3]**
[Your answer to question 3]
I hope these answers help clarify things for you. If you have any more
questions or would like to discuss anything further, please feel free to
reach out.
Looking forward to hearing from you soon.
Warm regards,
[Your Name]