

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

Dear [Recipient's Name],

I hope this letter finds you well. Thank you for your recent inquiry regarding [specific question/topic]. I appreciate your interest and would like to provide you with the following information:

[Answer to the question]

If you have any further questions or require additional clarification, please do not hesitate to reach out. I am here to help.

Thank you once again for your inquiry.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization]