

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

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

Dear [Recipient's Name],

Subject: Response to TQI Feedback

Thank you for your recent communication regarding the Teacher Quality Initiative (TQI). We appreciate your feedback and value the opportunity to enhance our programs.

In response to your concerns, we have taken the following steps:

1. [Action Step 1]
2. [Action Step 2]
3. [Action Step 3]

We are committed to continuous improvement and will keep you updated on our progress. Please feel free to reach out if you have any further questions or suggestions.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]