

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

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

Dear [Recipient's Name],

Subject: Response to WDAP Inquiry

I hope this letter finds you well. Thank you for your correspondence dated [date of the inquiry]. I appreciate the opportunity to address the issues raised concerning [brief description of the issue].

In response to your inquiries, I would like to highlight the following points:

1. **[Point 1]**: [Details regarding point 1]
2. **[Point 2]**: [Details regarding point 2]
3. **[Point 3]**: [Details regarding point 3]

I have attached all relevant documents to support my responses. Should you need any more information, please feel free to reach out at the above contact details.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company/Organization Name, if applicable]