

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

[Recipient's Name]
[Recipient's Title]

WFAA

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Inquiry Response

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding [specific topic or question]. Thank you for your attention to this matter.

[Include relevant details about your inquiry, any previous correspondence, and context to clarify your request.]

I would greatly appreciate any information you can provide regarding [specific aspects of your inquiry]. Your assistance is invaluable, and I look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]