

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Response to XVII
I hope this message finds you well.
[Your response to the XVII, addressing specific points or concerns in a
clear and concise manner.]
Thank you for your attention to this matter. I look forward to your
response.
Best regards,
[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]