

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for reaching out to us with your inquiry regarding [specific inquiry topic]. We appreciate your interest in our products/services and are happy to provide the information you requested.

[Provide detailed information related to the inquiry, addressing the specific points raised by the recipient.]

If you have any further questions or need additional assistance, please do not hesitate to reach out. We are here to help.

Thank you once again for considering [Your Company]. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]
[Your Position]
[Your Company]