

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respond to your request regarding [briefly state the purpose of the request or issue].

[Provide your response or explanation here in a clear and concise manner.]

Thank you for your understanding. If you have any further questions or need additional information, please do not hesitate to reach out.

Sincerely,

[Your Name]