

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for reaching out to us regarding your inquiry. We appreciate your interest in [Product/Service] and are here to assist you.

[Briefly address the specific inquiry, providing relevant information or solutions.]

If you have any further questions or need additional assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]