

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to Inquiry Regarding [Brief Description of Inquiry]

Thank you for reaching out to us regarding [specific subject of the inquiry]. We appreciate your interest and are pleased to provide the requested information.

[Provide a detailed response to the inquiry, addressing all points raised, including any relevant data, options, or decisions made. Be clear and concise in your communication.]

If you have any further questions or require additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you once again for your inquiry.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]