

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to NNPI Request

I hope this letter finds you well. I am writing to respond to your recent request regarding [specific NNPI topic or issue].

[Briefly acknowledge the request and provide context about the NNPI].

After careful consideration, we [describe your response, including any necessary details or actions taken].

We understand the importance of [mention any relevant aspects of the NNPI] and appreciate your patience as we address this matter.

Should you need further information or clarification, please feel free to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]