

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing in response to your recent correspondence regarding [subject of the correspondence].

[Briefly summarize the main points of the original communication and your position on the matter.]

In light of this, I would like to [state any actions you plan to take, additional information you want to provide, or any requests you have].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]