

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: State the purpose of your letter and reference their correspondence.]
[Body Paragraph 1: Provide a detailed response to their specific points or questions.]
[Body Paragraph 2: Offer any additional information or clarifications as necessary.]
[Closing Paragraph: Express appreciation for their communication and suggest next steps if applicable.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]
[Your Company/Organization (if applicable)]