

Response to Legal Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your inquiry dated [insert date of inquiry]. We appreciate your interest in [brief mention of the subject matter].

After careful consideration and review, we would like to provide the following formal response: [Insert detailed and specific answers to the inquiries made, ensuring to address all points comprehensively].

If you require further clarification or additional information, please do not hesitate to contact us at your convenience.

Thank you for your understanding and attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]