

Confirmation of Beneficiary Inquiry Response

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Organization]

[Your Organization Address]

[City, State, ZIP Code]

Dear [Beneficiary's Name],

We are writing to confirm that we have received your inquiry regarding [specific inquiry details]. We appreciate your reaching out to us, and we assure you that your concerns are important to us.

Our team is currently reviewing your inquiry and will provide you with a detailed response by [insert response date]. If you have any further questions or need additional information in the meantime, please do not hesitate to contact us at [insert contact information].

Thank you for your patience as we work to address your concerns.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]