

# Information Provision for Beneficiary Inquiry

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Beneficiary's Name],

We are writing to provide you with the information you requested regarding your inquiry dated [Insert Inquiry Date]. We understand that you are seeking information about [briefly state the nature of the inquiry].

We are pleased to inform you that:

- [Detail 1 about the inquiry]
- [Detail 2 about the inquiry]
- [Detail 3 about the inquiry]

If you have any further questions or need additional assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your inquiry.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]