

Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

Subject: Response to Your Inquiry

We are writing to acknowledge receipt of your inquiry dated [Insert Inquiry Date] regarding [Briefly describe the inquiry].

After a thorough review of your request, we are pleased to inform you that [Provide detailed resolution or information regarding the inquiry].

If you have any further questions or require additional information, please feel free to contact us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Signature]

[Your Typed Name]

[Your Position]