

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your patience as we processed your inquiry regarding [briefly mention the topic of inquiry]. We have thoroughly reviewed all relevant information and appreciate your interest in our services.

After careful consideration, we would like to inform you that [provide the final response to the inquiry, including any necessary details or additional instructions].

If you have any further questions or require additional clarification, please do not hesitate to contact us at [your contact information].

Thank you once again for your understanding and your interest in [Your Company]. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]