

# Inquiry Resolution Response

Date: [Insert Date]

From: [Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for bringing your inquiry regarding [brief description of inquiry] to our attention. We take all concerns seriously and appreciate your patience as we worked to resolve this matter.

After our investigation, we have concluded that [summary of the findings]. We believe this will address your concerns.

If you have further questions or require additional assistance, please do not hesitate to reach out to me directly at [your contact information].

Thank you for your understanding and for allowing us the opportunity to resolve this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]