

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent inquiry regarding [specific inquiry subject]. We appreciate your interest in our services/products.

We apologize for not being able to return your phone call. Your inquiry is important to us, and we want to ensure we provide you with the best possible assistance.

Please feel free to reach out to us at your convenience, or let us know if there's a specific time that works for you for a follow-up call.

Thank you for your understanding, and we look forward to connecting with you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]