

# Response to Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for reaching out to [Agency Name] regarding your inquiry about our social service support programs. We appreciate your interest and the opportunity to assist you.

After reviewing your request, we are pleased to inform you that we offer a variety of services that may meet your needs, including:

- [Service 1]
- [Service 2]
- [Service 3]

To proceed, we kindly ask you to provide us with additional information regarding your situation, which will help us tailor our support to your requirements. Please feel free to contact us at [Phone Number] or [Email Address].

Thank you again for considering our agency for your social service needs. We look forward to assisting you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]