

# Response to Your Inquiry

Dear [Recipient's Name],

Thank you for reaching out to us regarding assistance from our social service agency. We appreciate your inquiry and value the opportunity to serve you.

Based on your request for assistance, we would like to inform you that [provide relevant information about the services available, eligibility criteria, and how to apply].

We encourage you to [mention any steps the recipient should take, such as filling out a form, calling a specific number, or visiting the agency in person]. Our team is dedicated to helping you navigate this process and ensuring you receive the support you need.

If you have any more questions or need further assistance, please do not hesitate to contact us at [phone number] or [email address]. We are here to help.

Thank you for considering our agency for assistance. We look forward to assisting you further.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]