

Response to Government Inquiry

Date: [Insert Date]

From: [Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Government Agency]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your inquiry dated [Insert Inquiry Date] regarding [Insert Subject of Inquiry]. We appreciate your interest in [briefly describe the topic].

We are pleased to provide the following information to address your questions:

1. [First point of information]
2. [Second point of information]
3. [Third point of information]

If you require any further information or clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]