

[Your Name]
[Your Position]
[Your Office Name]
[Office Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Constituent's Name]
[Constituent's Address]
[City, State, Zip Code]

Dear [Constituent's Name],

Thank you for reaching out to my office regarding [specific inquiry topic]. I appreciate your engagement and concern about this important issue.

I wanted to follow up and let you know that [provide an update on the inquiry, any actions taken, or relevant information]. Your feedback is vital for ensuring that our community's needs are met effectively.

Please feel free to reach out to my office if you have any further questions or need additional information. I am here to assist you.

Thank you once again for your involvement. I look forward to hearing from you soon.

Sincerely,
[Your Name]
[Your Position]