

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to Legal Inquiry Reference [Inquiry Reference Number]

Thank you for your correspondence dated [date of the inquiry]. We appreciate your inquiry regarding [briefly state the subject of the inquiry].

After reviewing the information presented, we would like to provide the following response:

[Detail your response here. Be specific and factual, addressing all points raised in the inquiry.]

If you require further clarification or additional information, please do not hesitate to reach out to us. We are committed to maintaining an open line of communication and look forward to resolving this matter amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]