

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Summary Response to Legal Inquiry

Thank you for your inquiry dated [date of inquiry] regarding [briefly summarize the subject of the inquiry]. We appreciate the opportunity to respond.

To summarize our response:

- [Key Point 1: Provide brief details]
- [Key Point 2: Provide brief details]
- [Key Point 3: Provide brief details]

We are committed to providing full cooperation and transparency. Should you need further information or clarification on any points, please feel free to contact me directly at [your phone number] or [your email].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]