

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Response to Excise Tax Return Inquiry

Dear [Recipient's Name],

Thank you for your inquiry regarding the excise tax return for the period ending [Insert Period]. We appreciate your attention to detail and are committed to ensuring compliance with all applicable tax regulations.

After reviewing your inquiry about [specific concern or question], we would like to provide the following information:

- [Detail Point 1]
- [Detail Point 2]
- [Detail Point 3]

If you require further clarification or additional information, please do not hesitate to reach out.  
We are here to assist you.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]