

# Response to HR Inquiry

Date: [Insert Date]

To: [HR Representative's Name]

From: [Your Name]

Subject: Response to Your Inquiry

Dear [HR Representative's Name],

Thank you for your recent inquiry regarding [specific topic or question]. I appreciate the opportunity to address this matter.

In response to your question, [provide a detailed response addressing the inquiry]. Please let me know if you require any additional information or clarification on this topic.

I look forward to your feedback.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]