

Dear Mr. [Name]:

I have your letter of [Date] regarding [Topic].

The information you provided is being reviewed.

I will contact you again once a decision is reached.

Thank you for your patience.

Sincerely,  
[Name]

[Title]

[Institution]

[Address]

[City, State, Zip]

[Phone Number]

[Fax Number]

[Email Address]

[Website]

[Additional Information]

[Closing Remarks]

[Signature]

[Printed Name]

[Title]

[Institution]

[Address]

[City, State, Zip]

[Phone Number]