

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Inquiring Party Name]  
[Inquiring Organization/Agency]  
[Address]  
[City, State, Zip Code]

RE: Response to Inquiry Regarding Consumer Protection Practices - [Reference Number if applicable]

Dear [Name of Contact Person],

This letter is in response to your inquiry dated [Date of Inquiry Letter] regarding our consumer protection practices and policies.

We take our responsibility toward consumer rights seriously. Please find the requested information regarding our practices below:

- **Transparency:** [Briefly describe how pricing or terms are disclosed].
- **Data Privacy:** [Briefly describe how customer data is protected].
- **Refund/Return Policy:** [Briefly outline the policy].
- **Dispute Resolution:** [Briefly describe the process for handling complaints].

Enclosed with this letter are copies of our [Standard Terms of Service / Privacy Policy / Compliance Certifications] for your review.

We are committed to maintaining full compliance with all applicable consumer protection laws and regulations. If you require further documentation or have additional questions, please contact [Name of Representative] at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Typed Name]  
[Title]