

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Inquiry Regarding [Specific Subject/Reference Number]

Dear [Recipient Name],

Thank you for your correspondence regarding [Topic].

Please be advised that all inquiries, clarifications, or additional questions related to this matter should be directed to the Agency Human Resources Department. They are the primary point of contact for handling these specific concerns and will be able to provide you with the necessary assistance.

You may reach the Human Resources Department through the following channels:

- Phone: [HR Phone Number]
- Email: [HR Email Address]
- Office Hours: [HR Operating Hours]

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]