

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

[Client Name]
[Client Title]
[Client Company Name]
[Client Address]

Subject: Response to your letter dated [Date of Client Letter]

Dear [Client Name],

Thank you for your letter dated [Date], regarding [briefly state the topic, e.g., project status / invoice inquiry / service feedback]. We appreciate the time you took to share your concerns with us.

Regarding [Point 1], we have reviewed the details and [provide specific response or solution].

Regarding [Point 2], our team is currently [explain action being taken] and we expect to have a full resolution by [Date].

We value our partnership with [Client Company Name] and are committed to providing you with high-quality service. We will continue to monitor this situation closely to ensure your requirements are met.

If you have any further questions or would like to discuss this matter in more detail, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Name]
[Your Job Title]