

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Information regarding your inquiry for [Property Address/Reference Number]

Dear [Recipient Name],

Thank you for contacting us regarding the property located at [Property Address]. Please find the specific answers to the questions you raised in your inquiry below:

- **[Question 1]:** [Direct Answer 1]
- **[Question 2]:** [Direct Answer 2]
- **[Question 3]:** [Direct Answer 3]

In addition to the details above, I have attached the [List documents, e.g., floor plans, utility history, or disclosures] for your review.

Would you like to schedule a private viewing of the property? I am available on [Day] at [Time] or [Day] at [Time].

Please let me know if you require any further information.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]