

Dear Mr. [Name]  
[Address]  
[City, State, Zip]

I am writing to you regarding the [subject] of your letter of [date]. I am sorry that I cannot provide you with a more definitive answer at this time, but the [subject] is a complex one and requires further investigation. I will be sure to contact you again as soon as I have more information.

I am sure that you will understand my position. I will be sure to contact you again as soon as I have more information. I am sure that you will understand my position.

Sincerely,  
[Signature]



The following information was obtained from a review of the files of the [redacted] and [redacted] in the [redacted] office of the [redacted] Department of the [redacted] Government. The information is being provided to you for your information and is not to be disseminated outside your office.

The [redacted] files of the [redacted] office of the [redacted] Department of the [redacted] Government contain information regarding the [redacted] activities of the [redacted] and [redacted] in the [redacted] office of the [redacted] Department of the [redacted] Government. The information is being provided to you for your information and is not to be disseminated outside your office.