

**(Name of company or affiliation)
(Address)
(City, State, ZIP)**

Dear David (or other name):

(Date)

**Hi (Name),
(Address)
(City, State, ZIP)**

(Dear David)

Thank you for your affiliation/letter regarding (X).

Please accept my sincere and respectful regards.

Under (X) (Name of project), we are going to accomplish (X) in the future. Your affiliation/letter regarding (X) is very helpful and appreciated. We are not sure if the information will be useful in your future work. We are not sure if the information will be useful in your future work. We are not sure if the information will be useful in your future work.

Your affiliation/letter regarding (X) is very helpful and appreciated. We are not sure if the information will be useful in your future work. We are not sure if the information will be useful in your future work. We are not sure if the information will be useful in your future work.

We are not sure if the information will be useful in your future work. We are not sure if the information will be useful in your future work. We are not sure if the information will be useful in your future work. We are not sure if the information will be useful in your future work. We are not sure if the information will be useful in your future work.

Please contact your assistant or his professional for more information.

Sincerely,

(Name of person writing/assistant/assistant)