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Query Response Letter. A query response letter is an answer sent by a company or an individual regarding the content of the query letter that they received. Complaint Response Letter. A complaint response letter is the letter sent by companies and establishments to their clients who have initially sent complaints regarding the company's services and/or products. Documents Leave Application: Leave Letter format – Types of Leave Letter – Leave Application Examples – Leave Letter PDF Sample Downloads Thank you for explaining this to us. I have been searching, and this is the clearest explanation I have found. I am certainly going to use your sample letter. - Response To Query Letter Sample Pdf