

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Journalist's Name]

[Journalist's Organization]

[Address]

[City, State, Zip Code]

Dear [Journalist's Name],

Thank you for your inquiry regarding [specific request or topic]. We appreciate your interest in [Organization Name] and understand the importance of the information you are seeking.

After careful consideration, we regret to inform you that we are unable to fulfill your request for [specific information or access]. This decision is based on [reason for denial, such as confidentiality, privacy, or internal policy].

We value the work that journalists do and the role they play in informing the public. We encourage you to reach out again in the future or explore other aspects of our organization that may be available for comment.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]