

Media Inquiry Acknowledgment

Date: [Insert Date]

To: [Media Contact Name]

[Media Organization Name]

[Media Organization Address]

Dear [Media Contact Name],

Thank you for reaching out to us with your inquiry regarding [specific topic]. We appreciate your interest in our organization and value your commitment to accurate reporting.

This is to acknowledge that we have received your inquiry sent on [Insert Inquiry Date]. Our team is currently reviewing your questions and will endeavor to provide you with the relevant information as soon as possible.

If you have any further questions in the meantime, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and we look forward to providing you with the information you require.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[Contact Information]