

Confirmation of Media Inquiry

Dear [Recipient's Name],

Thank you for your inquiry regarding [Subject/Topic]. We have received your request submitted on [Date] and appreciate your interest.

Our team is currently reviewing your inquiry, and we will get back to you with a response by [Response Date]. If you have any further questions in the meantime, feel free to reach out.

Thank you for your patience.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]