

# Media Inquiry Acknowledgment

Date: [Insert Date]

To: [Media Contact Name]

[Media Organization]

[Address]

[City, State, Zip Code]

Dear [Media Contact Name],

Thank you for reaching out to [Association Name]. We have received your media inquiry regarding [briefly state the inquiry subject]. We appreciate your interest in our association and the work that we do.

Our team is currently reviewing your request and will respond as soon as possible. If you have any additional questions or need further information, please feel free to contact us at [email address] or [phone number].

Thank you for your patience, and we look forward to connecting with you soon.

Sincerely,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]