

Media Inquiry Closure

Date: [Insert Date]

[Your Name]

[Your Position]

[Association Name]

[Association Address]

[City, State, Zip Code]

[Media Contact Name]

[Media Organization]

[Media Address]

[City, State, Zip Code]

Dear [Media Contact Name],

Thank you for your recent inquiry regarding [specify the subject of the inquiry]. We appreciate your interest in [Association Name] and the issues that matter to our community.

After careful consideration and review, we wish to inform you that we have reached a conclusion regarding this matter. [Briefly outline the conclusion or findings, if applicable].

We value our relationship with the media and encourage you to reach out to us for any further questions or future inquiries. Please consider this inquiry officially closed.

Thank you for your understanding and continued engagement.

Sincerely,

[Your Name]

[Your Position]

[Association Name]