

# Response to Media Inquiry

[Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Journalist's Name]

[Media Outlet's Name]

[Media Outlet's Address]

[City, State, Zip Code]

Dear [Journalist's Name],

Thank you for reaching out to us regarding [specific subject of inquiry]. We appreciate your interest in our organization and the vital work we do.

In response to your questions about [briefly summarize the inquiry], we would like to provide the following information:

[Provide detailed response to the inquiry, including any relevant facts, figures, or statements that support your position.]

We are committed to transparency and are happy to assist you with any further questions or clarifications you may need. Please do not hesitate to reach out if you require more information or would like to set up an interview.

Thank you once again for your inquiry, and we look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]