

Letter of Denial

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Subject: Response to Legal Inquiry

Dear [Recipient's Name],

Thank you for your inquiry dated [Insert Date of Inquiry] regarding [brief description of inquiry subject]. After careful consideration, we must respectfully deny your request for [specific information or action requested].

Our decision is based on [brief explanation of reason(s) for denial, e.g., privacy concerns, lack of jurisdiction, etc.]. We take these matters seriously and appreciate your understanding in this regard.

If you have any further questions or require clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]