

# Media Inquiry Response

Date: [Insert Date]

To: [Media Contact Name]

From: [Your Name]

[Your Position]

[Your Organization]

[Your Organization's Address]

[Your Email]

[Your Phone Number]

Dear [Media Contact Name],

Thank you for reaching out regarding your inquiry about [specific topic]. We appreciate your interest in our organization and the work we do.

In response to your questions:

- **Question 1:** [Your response]
- **Question 2:** [Your response]
- **Question 3:** [Your response]

We hope this information is helpful. If you have any further questions or need additional information, please do not hesitate to contact me directly.

Thank you once again for your interest.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]