

# Media Inquiry Response

Date: [Insert Date]

To: [Insert Journalist's Name]

From: [Your Name]  
[Your Position]  
[Your Company/Organization]

Dear [Journalist's Name],

Thank you for reaching out to us regarding your inquiry on [specific topic or news tip]. We appreciate your interest in our work and are always willing to assist media representatives with accurate and timely information.

In response to your query, [provide brief information or insight regarding the news tip]. We believe this information may be of value for your upcoming article.

Please feel free to contact us if you require further details or have any additional questions. We would be happy to help.

Thank you again for your inquiry.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Contact Information]