

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Refusal of FVD Request

I hope this message finds you well.

Thank you for your request regarding [specific details about the FVD request]. After careful consideration, we regret to inform you that we are unable to grant your request at this time.

The reasons for this decision include [briefly outline the reasons for the refusal].

We appreciate your understanding in this matter and encourage you to reach out if you have any further questions or require additional clarification.

Thank you for your ongoing support and cooperation.

Sincerely,

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