

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Denial of [Application/Request/Claim]

We have reviewed your [application/request/claim] dated [date of submission] regarding [specific details of the application/request/claim]. After careful consideration, we regret to inform you that we are unable to approve your request at this time. The reason for this denial is [briefly state the reason, e.g., "due to insufficient documentation," "failure to meet eligibility criteria," etc.].

Should you wish to discuss this decision further or explore alternative options, please do not hesitate to contact us at [contact information]. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]