

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

Dear [Recipient's Name],
Subject: Denial of Request

I hope this letter finds you well. I am writing to formally respond to your request submitted on [date of request] regarding [brief description of the request]. After careful consideration, we regret to inform you that your request has been denied due to [brief reason for denial].

We appreciate your understanding in this matter and encourage you to [any alternative options or next steps, if applicable]. If you have any further questions or would like to discuss this matter, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this issue.

Sincerely,

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