

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Denial of [Specify Application/Request]

I hope this letter finds you well. I am writing to inform you that your application/request for [specify application/request] submitted on [date of submission] has been reviewed.

After careful consideration, we regret to inform you that we cannot approve your request at this time due to [briefly specify reasons for denial].

We appreciate the effort you put into your application and encourage you to consider reapplying in the future. Should you have any questions or need further clarification, please feel free to contact us at [your contact information].

Thank you for your understanding.

Sincerely,

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