**ANNEX 6 - Standard Template of Letter Response to Denial of a Request**

Date

Address of Requestor

Dear Sir/Madam

**REQUEST DENIED**

After thorough review of your request you are hereby informed that it has been denied based on the following reasons.

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

If you find that the reason provided are unsatisfactory, you can appeal your case to the Head of the Organisation.

Thank you for your understanding.

Yours Sincerely,

……………………………………………….