

Dear Mr. [Name]

I have received your letter of the 15th and am sorry that I cannot give you a more definite answer at this time.

The matter is being reviewed and I will contact you again as soon as a final decision has been reached.

I am sure that you will understand the need for thoroughness in this process.

Very truly yours,

[Signature]

[Title]

[Address]

[City]

[State]

[Country]

[Phone Number]