Date: [Date]

To:
[Requestor Name]
[Requestor Address]
[City, State, Zip Code]

Subject: Denial of Information Request - [Reference Number, if applicable]

Dear [Requestor Name],

We are writing in response to your request for information dated [Date of Request], received by [Name of Agency/Department] on [Date Received].

After reviewing your submission, we regret to inform you that your request has been denied for the following reason(s):

- **Insufficient Description:** The request does not reasonably describe the records sought in a manner that enables our staff to locate them with a reasonable amount of effort.
- **Invalid Format:** The request was not submitted through the required official channels or in the format prescribed by [Cite Applicable Law/Regulation].
- **Missing Required Information:** The request lacked necessary identification or contact details required to process the inquiry.
- **Vague or Overbroad:** The request is too broad in scope and does not specify a distinct timeframe or subject matter.

Due to these technical deficiencies, your request is considered invalid and cannot be processed at this time. Should you wish to pursue this matter, you may submit a new, clarified request that addresses the issues noted above.

If you believe this denial has been issued in error, you have the right to appeal this decision. Appeals must be filed in writing to [Name of Appeals Officer/Office] within [Number] days of the date of this letter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Name of Agency/Department]