

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Declination - Case No: [Reference Number]

Dear [Recipient Name],

The [Name of Department/Office] has completed its initial review of the complaint filed on [Date] regarding [Brief Description of Allegation/Issue].

After a thorough evaluation of the evidence and information provided, we have determined that your complaint fails to establish a *prima facie* case. Specifically, the documentation and facts presented do not meet the minimum legal or regulatory requirements necessary to support the alleged claims or to warrant further investigation at this time.

To establish a *prima facie* case, a complainant must provide sufficient evidence to support each element of the claim. In this instance, the following elements were not sufficiently substantiated:

- [Insert specific missing element or reason 1]
- [Insert specific missing element or reason 2]

Consequently, we are declining to pursue this matter further, and this file is now closed. This decision is based solely on the current record. Should you obtain new and material evidence that addresses the deficiencies noted above, you may submit a new complaint for consideration.

Please be advised that this declination does not prevent you from pursuing other legal remedies or private causes of action that may be available to you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization Name]