

# Formal Refusal Letter Due to Policy

Subject: Request Denial Notification

Dear [Customer Name],

We have received your request for [specific request]. After a thorough review, we regret to inform you that we cannot approve your request as it is not compliant with our current company policies. We hope for your understanding and remain at your disposal for any other assistance or inquiries.

Sincerely,

[Your Name]

[Position]

[Company Name]

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