

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Denial of Request and Policy Explanation

Dear :

We regret that we are unable to ship two cobras to your residence. Our policy states that 1) our establishment does not ship dangerous wildlife via U.S. mail and 2) we only take orders for certain wildlife from professional institutions that employ professional handlers.

I apologize for any inconvenience this may cause.

Sincerely,

N A M E