HOW TO USE THIS TEMPLATE 

[Template last updated November 2024](https://pavilion.dinfos.edu/Template/Article/2160666/response-to-media-query/)

Fill in the bracket areas with the appropriate information. Instructions and tips are provided in gray boxes to help guide you. **Remove any bracket symbols and gray boxes when finished.**

[Unit / Organization’s Name] Response   
To Query

[Date]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| QUERY INFORMATION | | | | | | | |
| RECEIVED | | | RESPONSE ACTION OFFICER | | SUSPENSE | | |
| Date | | Time |  | | Date | Time | |
| Received From | | | | | | | |
| Description of Query | | | | | | | |
| Response | | | | | | | |
| **SOURCE OF RESPONSE** | | | **COORDINATION** | | | | |
| Phone No. | Office Symbol | | Office Symbol | Name | Phone No. | | Date |
|  |  |  | |  |
|  |  |  | |  |
| Name Source | | |  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| Date | Time | |  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| Remarks | | | | | | | |