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 |