

Notification of Administrative File Closeout

Date:

To:

From:

Subject: Notification of Administrative File Closeout

Dear ,

This is to inform you that the administrative file referenced below is being closed effective immediately.

File Name/Number:

Reason for Closeout:

Please ensure that all necessary documents have been submitted and all outstanding matters pertaining to this file have been resolved. Should you have any questions or require further information, please contact our office.

Sincerely,