

Intent to Refuse Notification

Date:

To:

Address:

Dear ,

This letter serves as an official notification of our intent to refuse your recent request/application identified by:

Reference Number:

Please be advised that, after careful consideration, we have decided not to proceed with your request/application for the following reason(s):

If you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,