

Notice of Intent to Deny
Waiver Application

Date:

Applicant Name:

Application Number:

Dear ,

This letter is to inform you that, upon preliminary review of your waiver application, the **[Agency/Department Name]** intends to deny your request for a waiver as submitted on .

The reasons for the intended denial are as follows:

- 1.
- 2.
- 3.

You have the right to respond to this notice and submit additional documentation or evidence within days from the date of this notice. Your response will be considered before a final decision is made on your application.

Please send your response to:

If you have any questions, you may contact our office at or .

Sincerely,