

# Notice of Intent to Deny Waiver Application

Date:

Applicant Name:

Application Number:

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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,