

1954

Dear Mr. [Name],

I have your letter of [Date] regarding [Subject].

The information you provided is being reviewed.

We will contact you again once a decision is reached.

Thank you for your patience.

Sincerely,
[Signature]

[Name]
[Address]
[City, State, Zip]

Enclosed for you are [Number] copies of [Document].

If you have any questions, please call [Phone Number].

Very truly yours,
[Signature]

[Name]
[Title]
[Organization]

cc: [Name], [Name], [Name]

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1954