

Dear [Recipient's Name]:

We have reviewed your CAT II/III application package submitted on [date]. This letter is to inform you that the request has been disapproved for the following reasons:

[list or describe reasons for disapproval]

The application package is being returned in its entirety. Please address the reason(s) for disapproval cited above and resubmit to this office, or advise this office of your intentions regarding this application, within 15 days of receipt of this letter.

If you have any questions, please feel free to contact this office during regular business hours at [list contact information] or contact POI [name] directly at [phone number and e-mail].

Sincerely,

[POI's signature]