

FORMAT - WITHDRAWAL OF MORTGAGEE APPROVAL LETTER

PURPOSE: To notify mortgagee of withdrawal of Direct Endorsement approval status.

PREPARED BY: Mortgagee Approval Specialist, with appropriate assistance from technical branches. Prepared for signature of decision maker.

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FORMAT - REGISTERED/CERTIFIED  
MAIL - RETURN RECEIPT REQUESTED

TO: Mortgagee Name  
Address  
Ten Digit Mortgagee Number (I.D.)

The purpose of this letter is to advise you that the approval of the above noted mortgagee office to participate in the Department's Direct Endorsement program is withdrawn. This action is effective as of your receipt of this letter. This action is taken pursuant to Title 24, Part 200.164(h) of the Code of Federal Regulations, as detailed in paragraph 5-6 of the Single Family Direct Endorsement Program Handbook (HUD Handbook 4000.4).

(Provide grounds for action, including case numbers and deficiencies. Also provide for conversion of Direct Endorsement cases in process.)

You have the right to an informal hearing before the decision maker to discuss this matter. You may make documentary and oral presentations and advise what, if any, corrective action you may have taken to address the problems identified. You may be represented by counsel. If requested, the hearing will be arranged within 15 days of your request.

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FORMAT - LIMITED DENIAL OF PARTICIPATION LETTER

PURPOSE: To notify individual (underwriter, appraiser, mortgage credit examiner, etc.) of application of a limited denial of participation.

PREPARED BY: Appropriate technical branch chief, for signature of Manager and Regional Administrator.

