

Appendix 4

Sample Letter of Approval as a HUD-approved
Housing Counseling Agency

Dear _____:

I am pleased to advise you that your final application for HUD approval as a Housing Counseling Agency has been approved. This approval is effective as of the date of this letter and covers a two-year period.

Your continued participation in the Department's housing counseling program is contingent upon your willingness and ability to comply with the provisions of two documents--the housing counseling plan you submitted to HUD as part of your final application and the provisions of HUD Handbook 7610.1 REV-4.

Please acknowledge your acceptance of this approval by signing on the "Approval Accepted" line below. Return the letter to this office at your earliest convenience. We will then issue a Certificate of Approval for your agency. After you sign below you should reproduce a copy of this letter for your records.

The name and address of your agency will appear on the next edition of our list of HUD-approved housing counseling agencies and be included in the toll-free 800 number referral service provided by HUD. Please be certain to advise this office promptly of any future change in your address or telephone number.

Sincerely yours,

Single Family Director

Approval Accepted _____

Name Agency's Authorized Signatory

Title

Signature