

FORMAT FOR ACKNOWLEDGEMENT LETTER

Dear \_\_\_\_\_ :

SUBJECT: Project No: \_\_\_\_\_  
Location: \_\_\_\_\_

We have received your application for a fund reservation for housing for the elderly under the Section 202 Direct Loan Program.

Upon initial screening, your application was found:

Complete and acceptable for consideration.

Incomplete. Before it can be given further consideration, the following must be received in this Office within 14 calendar days from the date of this letter:

Please note that any information requested by this letter must be received within the specified 14 days in order to assure timely consideration of all funding requests. If the information is received after that period, the application will be rejected. This Office will inform you when final action is taken on your application..

Any material requested above should be addressed to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ . 1/

Thank you for your interest in HUD's Section 202 Program.

Sincerely,

Housing Development Director

cc: Housing Consultant

1/ Insert name of Housing Development Director and the address of the Field Office.