

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 Supportive Housing Program.

Upon initial screening of your application, it was found:

Complete and acceptable for consideration.

Incomplete. 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 be considered during technical processing, which will begin when your material is received or upon expiration of the 14-day period, whichever occurs first. This Office will inform you when final action is taken on your application.

Any material requested above should be addressed to _____ (Insert name of Housing Development Director & Field Office address).

Sincerely,

Housing Development
Director

cc: Housing Consultant