

[Sender Name/Department]
[Organization Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO DENY [APPLICATION/STATUS TYPE]

Application/Case Number: [Number]
Date of Filing: [Date]

Dear [Recipient Name],

This letter is to formally notify you that [Organization Name] intends to deny your application for [Specific Status Name].

Basis for Intent to Deny:

After a thorough review of your application and supporting documentation, we have determined that you have not established eligibility for the following reason(s):

- [Reason 1: Cite specific regulation or requirement not met]
- [Reason 2: Describe discrepancy or missing evidence]

Opportunity to Respond:

Before a final decision is made, you are granted the opportunity to submit additional evidence, explanations, or rebuttals to address the grounds for denial listed above. Your response must be received by this office no later than [Number of Days, e.g., 30] days from the date of this letter.

Consequences of Non-Response:

If you do not submit a response within the specified timeframe, a final decision will be rendered based on the existing record, which will result in the formal denial of your application.

Please mail your response and any supporting documents to the address listed at the top of this letter, referencing your Case Number: [Number].

Sincerely,

[Signature]
[Name of Officer/Official]
[Title]