

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Notice of Declination - Case/Claim Number: [Reference Number]

Dear [Recipient Name],

We have completed our review of the documentation provided in support of your [application/claim/request] dated [Date].

At this time, we regret to inform you that we are unable to move forward with your request because the submission fails to meet the required evidentiary standards. Specifically, the evidence provided was insufficient for the following reasons:

- [Specific Reason 1: e.g., Lack of original documentation]
- [Specific Reason 2: e.g., Insufficient proof of eligibility]
- [Specific Reason 3: e.g., Documentation was not certified or notarized]

In order for a request to be approved, our standards require [briefly describe the specific standard or type of evidence required]. The materials currently on file do not provide the necessary factual basis to satisfy these criteria.

If you have additional evidence that addresses these deficiencies, you may submit it for reconsideration within [Number] days of the date of this letter. If no further documentation is received by that time, this decision will remain final.

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization Name]