

FORMAT - REGISTERED/CERTIFIED

MAIL - RETURN RECEIPT REQUESTED

TO: Individual Name
Address

SUBJECT: Limited Denial of Participation

This Department has developed information regarding your (appraising, underwriting, mortgage credit analysis) of mortgage loans submitted under HUD's Direct Endorsement program. The information indicates your performance does not meet HUD's requirements. (Cite case numbers and grounds).

As a result, you are notified that, effective as of the date of this letter, you are denied participation in the Department's Direct Endorsement program as an approved (expertise). This action is taken pursuant to Title 24, Code of Federal Regulations, Section 24.605. This action will continue for 12 months unless there is a correction or dismissal of the grounds for the denial or a demonstration that it is in the best interest of HUD to allow your continued participation. This action is limited to the (Direct Endorsement or single family programs) and encompasses the jurisdiction of the (Field Office).

Should you desire to contest this action, you have a right to make a request in writing to the undersigned for a conference. The request must be made within 30 days from your receipt of this letter. At such conference, you may be represented by counsel and may present any relevant materials. After the conference, the action will be withdrawn, modified or affirmed.

Be advised that any other Field or Regional Office of HUD may similarly deny your participation in (program) on the basis of this action without the need for an additional conference.