### Applicant Approval Letter Procedures

1. A letter is to be sent by the Conservation District office upon approval of the applicant's request for an AgWQLP loan.
2. An approval letter should be placed on letterhead of the Conservation District office.
3. Send the original letter to the applicant.
4. Retain one (1) copy of the approval letter to be placed in the applicant's file.
5. Include one (1) copy of the Certificate of Qualification as an enclosure of the approval letter.

#### RLF-305

(Revised 08/16)

**Arkansas Agriculture Water Quality Loan Program**

**APPLICANT APPROVAL LETTER**

***(Letter to be printed on Conservation District Letterhead)***

Date

***NAME OF APPLICANT***

Mailing Address

City, State Zip

Dear *(Recipient):*

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conservation District Board has reviewed your funding application for an Arkansas Agriculture Water Quality Loan. We would like to inform you at this time that your application has been approved.

The *Certificate of Qualification* is enclosed. Please present the Certificate to the financial institution with which you choose to place an application of credit.

If you should have any questions or concerns please feel free to contact our office at any time. We appreciate your interest in the program and look forward to continued involvement with programs that are offered through Arkansas' Conservation Districts.

Sincerely,

*(Signature Block)*

***Enclosure (Certificate of Qualification)***