### Applicant Denial Letter Procedures

1. A denial letter is to be sent by the Conservation District office upon decline of the applicant's request for an AgWQLP loan.
2. A denial letter should be placed on letterhead of the Conservation District office.
3. Send the original denial letter to the applicant.
4. Retain one (1) copy of the denial letter to be placed in the applicant's file.

#### RLF-306

(Revised 08/16)

**Arkansas Agriculture Water Quality Loan Program**

**APPLICANT DENIAL LETTER**

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

Date

***NAME OF APPLICANT***

Mailing Address

City, State Zip

Dear *(Recipient):*

This letter is in response to your recent funding application for an Arkansas Agriculture Water Quality Loan. We realize by your application that you readily support efforts to protect the quality of Arkansas' rivers and streams. The success of this and other water quality programs depends upon the personal commitment of citizens like you.

With respect to your individual application, guidelines which must be followed do not allow for the approval of your project at this time. ***(INSERT EXPLANATION FOR PROJECT DENIAL)***. You do have the right to appeal this denial. Appeal must be written and submitted within 30 days of receipt of this letter to:

Director

Arkansas Natural Resources Commission

Arkansas Agriculture Water Quality Loan Program

101 East Capitol, Suite 350

Little Rock, Arkansas 72201

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)*