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**SAMPLE DENIAL OF SERVICE LETTER**

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

After reviewing your application from the NM EnergySmart Weatherization Assistance Program, Central New Mexico Housing Corporation will have to deny your application for one or more of the following reasons listed below:

\_\_\_\_\_ Weatherization services cannot be done to a home that has received weatherization service since September 30, 1994. This home was weatherized on: \_\_\_\_\_.

\_\_\_\_\_ Further documentation is needed. Please contact us at 505-345-4949.

\_\_\_\_\_ Income eligibility does not meet DOE guidelines.

\_\_\_\_\_ House structure is beyond scope of work.

\_\_\_\_\_ Client refused services at this time. If you would like to re-apply at a later date you may contact CNMHC.

\_\_\_\_\_ CNMHC has tried to contact you on 3 or more occasions.

You have the right to appeal the denial of services. Please contact the Intake Manager of Central New Mexico Housing Corporation at 505-345-4949 or go to [www.centralnmhousing.org](http://www.centralnmhousing.org) to begin the appeal process