



United States
Department of
Agriculture

Natural
Resources
Conservation
Service

[Insert NRCS Office
Address]

[Insert Date]

[Insert Participant Name
and Address]

Dear Mr. Smith:

This is to advise you that your Wildlife Habitat Incentives Program (WHIP) application cannot be approved. We have determined that your application [insert reason for ineligibility determination].

We encourage you to contact this office at [insert telephone number] to determine whether any adjustments can be made to your application to make it compatible with the State objectives. Our services remain available to provide you with technical assistance.

If you feel the facts have not been properly considered, you may request either a preliminary review of this decision by the [insert the appropriate title], request mediation from a certified mediator, or appeal the decision to the National Appeals Division. Your written request must be made within 30 days of receipt of this notification and must clearly explain the reasons you disagree with the decision.

Sincerely,

John Doe
Designated Conservationist