

APPENDIX – Sample *Follow-up Letter: Delinquent*

To: Jane Plaine
Grant Program Manager
Agency for Homeless Relief

From: Joseph Dough
Program Manager
Arizona Human Services Department

Date: May 15, 2019

RE: AZHSD 012345 Agency for Homeless Relief

Dear Ms. Plaine:

We sent a letter dated March 1, 2019 requesting that you provide a response to me within 45 calendar days. The due date for your response was April 15. When we did not receive your response, I followed up verbally with you on April 22 and requested that you provide a response within 15 calendar days. We still have not received a response.

We now consider your response to be delinquent, and your response is required on the status of actions you have taken or plan to take regarding our recommendations. Please respond to me within 15 calendar days from the date of this letter in order to avoid possible actions that may affect your current awards. If you have questions or need assistance, please feel free to contact me at (602) 542-2468 or Joe.Dough@AZHSD.gov.

Sincerely,

Joseph Dough
Program Manager
Arizona Human Services Department