

# Feedback Request on Tentative Decision

Date: [Insert Date]

To: [Beneficiary's Name]

Address: [Beneficiary's Address]

Dear [Beneficiary's Name],

We hope this message finds you well. We are reaching out to inform you about a tentative decision regarding your recent application for [specify the type of assistance or service]. Our initial review has led us to the following conclusion: [briefly state the tentative decision].

Your feedback is incredibly important to us as we finalize our decision. We would appreciate it if you could provide us with your thoughts or any additional information that may influence our final determination by [insert feedback deadline].

Please feel free to respond to this letter or contact us at [insert contact information]. We value your input and wish to ensure that our decision reflects your needs and concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]