

# Tentative Decision Notice

Dear [Beneficiary's Name],

We hope this message finds you well. We are writing to inform you of a tentative decision regarding your application for [specific program or benefit]. After reviewing your case, we have reached the following preliminary conclusions:

## **Tentative Decision:**

[Insert summary of the tentative decision]

## **Next Steps:**

As part of our process, you have the opportunity to review this decision and present any additional information or documentation that may affect the final outcome. Please submit any such information by [insert deadline].

## **Contact Information:**

If you have any questions regarding this notice or the tentative decision, please do not hesitate to contact our office at [insert contact information]. We are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]