[On Agency/Department Letter head]

[Date]

To whom it may concern,

The requested applicant’s records were not kept for the following reason:

Past Retention Period \_\_\_\_\_\_

Destroyed / Damaged \_\_\_\_\_\_

Other (Please explain)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Sincerely,

[Chief Admin’s Signature]