

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: UJ Waiver Notification

We are writing to inform you that your request for a UJ waiver has been reviewed and the following decision has been made:

[Insert brief description of the waiver request and the circumstances surrounding it].

Based on our assessment, [insert decision regarding the waiver, including any conditions if applicable].

Please take note of the following important information regarding the waiver:

- Effective Date: [Insert date]
- Duration of Waiver: [Insert duration]
- Compliance Requirements: [List any compliance requirements]

Should you have any questions or need further clarification regarding this decision, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]