Leasehold ROW Acknowledgement Complete letter

United States Department of the Interior

Bureau of Indian Affairs

Region or Agency

Address

City, State, Zip Code

Real Estate Services

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Name of Lender

Address

City, State and Zip Code

Dear Lender:

On **[date received]**, we received your request for review and approval of a proposed Right-of-Way Leasehold Mortgage/Deed of Trust between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mortgagor and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mortgagee, for [contract type) Lease No. **[Enter lease no.].**

Upon our preliminary review, it appears you have provided a complete package for a Right-of-Way Leasehold Mortgage including all the information and supporting documents required by 25 CFR 169.210.

This notice of a complete package starts the **30-**day time frame whereby we must make a determination that this application is in the best interest of the land owner.  Within **thirty (30)** days from the date of this letter, you will be notified, in writing, of our determination to approve, or disapprove, this package.

We thank you for your submission and look forward to working with you.  If you have any questions regarding this matter, please contact **[application creator name]**, Realty Specialist, at **[insert phone, extension] or by e-mail, [insert email address of agency contact].**

Sincerely,

Superintendent or Regional Director

cc:  Applicant(s)