

**Bureau of Indian Affairs  
(Region/Agency)  
Address  
City, State, Zip Code**

Real Estate Services  
Code 428

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Applicant Name

P. O. Box 000

Their Town, State, Zip Code

Dear

Applicant:

On **[date received]**, we received your request for review and approval of a proposed **[leasement type]** between \_\_\_\_\_, Grantor and \_\_\_\_\_ Grantee for a term of \_\_\_\_\_ years..

Upon our preliminary review, you have provided an incomplete package missing relevant documents pursuant to 25 CFR § 169.102. Specifically, you are missing the following items:

- ✓ List Missing Documents

Your incomplete package is being returned to you. If you would like for us to consider your right-of-way application package, simply resubmit the entire package, including any referenced missing item(s) at your convenience.

We thank you for your submission and look forward to working with you. If you have any questions regarding this matter, please contact **[Name]**, Realty Specialist, at **[insert phone, extension]**.

Sincerely,

Superintendent