Leasehold Acknowledgement Complete letter

United States Department of the Interior

Bureau of Indian Affairs

Region or Agency

Address

City, State, Zip Code

Real Estate Services

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 **Leasehold Mortgage/Deed of Trust** between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mortgagor and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mortgagee.

Upon our preliminary review, it appears you have provided a complete package including all the information and supporting documents required by: [check one]

* 25 CFR §162.244-.246, agricultural leasehold mortgages;
* 25 CFR §162.357-.360 , residential leasehold mortgages;
* 25 CFR §162.457-.460, business leasehold mortgages;
* 25 CFR §162.582-.585, renewable energy leasehold mortgages;

This notice of a complete package starts the **20-**day approval time frame, whereby we must make a determination that this application is in the best interest of the landowner.  Within **twenty (20)** days from the date we received your request for approval of the leasehold mortgage, 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)