

January 7, 2015.

John Doe  
40 South 122<sup>nd</sup> Street  
Maytown, KY 40662

Dear Mr. Doe

Kentucky Community Action Agency weatherization staff visited your home on Friday 12/19/14 and unfortunately identified several problems that are beyond the scope of the Department of Energy Weatherization Assistance Program.

- (1) List any hazards and notifications such as but not limited to,
- (2) Major wiring issues at throughout house.
- (3) Knob and tube wiring at attic.
- (4) Roof and ceiling damage at rear addition.
- (5) Electrical hazards at attic.

At this time we are required to postpone any recommended weatherization work until the described problems have been resolved. We would like to refer you to the USDA Home Repair Program. You may wish to contact your USDA Area Specialist at (123) 456-7890. Pat Usdaperson is the name of the specialist at this location.

Your weatherization application will remain on file and marked as a deferral until May 30, 2015.

You may recertify your application for an additional 3 months beyond 5/30/15. However if we have been unable to serve you after 15 months from the date of your original application (5/30/14), you will be required to reapply in full for the program.

Please contact us immediately if you are able to remedy the described problems so that we may revisit and reevaluate your home for our services.

Thank you for applying for the Weatherization Assistance Program. We are hopeful that we can assist you in the future.

Sincerely,

Signature: \_\_\_\_\_

John Smith - Weatherization Director, Kentucky Community Action Agency

I understand the information above and have been informed of my rights and options.

Client signature: \_\_\_\_\_

Exception: A certified letter receipt can serve as a client signature.