

[Date]

[Property Owner Name]
[Property Owner Address]
[City, State, Zip]

RE: File No. [#####]

Dear [Property Owner Name]:

Thank you for your interest in the Sonoma County Energy Independence Program. We fully understand and respect your decision to withdraw your application at this time.

We will hold the documents you submitted to us for 14 days from the date of this letter. If you would like to have these documents returned to you, please contact us immediately, otherwise those documents will be shredded at the end of that two week period.

SCEIP invites you to resubmit your application in the future. Our office will process your resubmitted application on a first-come, first-served basis based upon the date that we receive your resubmitted application.

Sincerely,

[Name]
Sonoma County Energy Independence Program Representative