



Universal Service Administrative Company
Schools & Libraries Division

CASE SR-2005-BEN [*Your BEN*]

Date: July 19, 2005
To: [*471 Contact Person*]
Entity: [*Applicant Name*]
Fax #: [*Contact Person fax number*]
Sender: [*PIA Staff Contact*]
Phone: [*PIA Staff Contact phone number*]
Fax: [*PIA Staff Contact fax number*]
E-mail: [*PIA Staff Contact email address*]

As we discussed in our conversation, we are in the process of reviewing all Form 471 applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. I am currently in the process of conducting a Selective Review for your Funding Year 2005 Form 471 Applications. Please provide the information requested by the close of business [*date two weeks from the day the letter is sent*]. The information needed to complete the Review is listed in the 17-page Selective Review Information Request attached.

Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

It is important that we receive all of the information requested. **If you are unable to provide the requested information because your school has closed or will shortly close for summer break, please let me know when you will be available to respond to these questions. Failure to do so may result in a reduction or denial of funding.**

If we do not receive the information within 14 calendar days, your application will be reviewed using the information currently on file. If you need additional time to prepare your response, please let me know as soon as possible.

Should you wish to cancel any application, or any of your individual funding requests, please clearly indicate in your response that it is your intention to cancel an application or funding request(s); along with the application number and/or funding request number(s), and the complete name, title and signature of the authorized individual.

Thank you for your cooperation and continued support of the Universal Service Program.

Sincerely,

[PIA Contact Person]

SAMPLE