
Appendix 4C

Sample Notification Letter: Non-Selected Applicant



United States
Department of
Agriculture

Forest
Service

San Juan - Rio Grande
National Forests

701 Camino del Rio
Durango, CO 81301
(970) 247-4874
(TTY) 385-1257

Reply to: 2340

Date:

Dear _____:

We would like to notify you that _____ was selected for operation and maintenance of the [NAME OF RECREATION SITES] in the [RANGER DISTRICT] in the [NATIONAL FOREST].

The selection decision is subject to administrative appeal under 36 CFR Part 251, Subpart C. An administrative appeal of this decision must be filed with [NAME AND ADDRESS OF REGIONAL FORESTER OR FOREST SUPERVISOR] within 45 days from the date of this decision. A copy of the appeal must be filed simultaneously with [NAME AND ADDRESS OF DECIDING OFFICER].

For more information, contact our office at [TELEPHONE NUMBER].

Thank you for your interest in management of Forest Service developed recreation sites.

Sincerely,

[AUTHORIZED OFFICER]

