[Committee Chair Name]

[Committee Name]

[Date]

[Subcommittee Chair Name]

[Subcommittee Name]

Dear [Subcommittee Chair Name]:

The [Committee Name] has not approved [RA Process #/Project Name and #], effective [date]. Non-approval of this step is due to the following:

* Reason #1
* Reason #2
* Reason #3

Please see the attachments for additional details.

Sincerely,

[Board/Committee Chair Name]