

[Date]

[Contact name]
[Licensee Name]
[Address]
[City, State, Zip]

Re: Response to Examination of [Licensee Name]

Dear [Contact name]:

Thank you for your response to the examination conducted on [DATE].

Your responses to the examination findings are satisfactory. No additional information is required from your company at this time. This examination is now closed.

Please contact me at [insert EIC phone number] or via email at [insert EIC email address] with any questions.

Sincerely,

[EIC name]
[Name of State Agency]
Examination States, Examiner-in-Charge