**Title X Site Visit Close-out Letter Template**

**Purpose:** The close-out letter formally notifies a Title X subrecipient that the site visit process is complete. This template can be customized.

**How to use:** Insert the grantee’s name and logo, subrecipient information, and other details where indicated and as needed.

*[insert* ***Grantee’s Name/Logo****]*

*[****Date****]*

*[****Subrecipient Contact’s Name****]*

*[****Subrecipient Contact’s Title****]*

*[****Subrecipient Agency Name****]*

*[****Address****]*

*[****City, State, Zip Code****]*

Dear *[****Subrecipient Contact Person****]*:

*[insert* ***grantee****]* conducted a site visit of *[insert* ***subrecipient****]* from *[insert* ***dates****]*. As a result of the site visit, a Corrective Action Plan (CAP) was issued.

This letter is to inform you that all of the findings in the CAP have been addressed and *[insert* ***subrecipient***] is now in compliance with Title X Program Regulations.

I would like to thank you and your staff for your hard work, cooperation, and dedication to the Title X family planning program and look forward to our continued partnership.

Sincerely,

[***Name***]

[***Job Title***]

[***Grantee Agency Name***]