# Title X Site Visit Close-out Letter Template

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

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

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

*[****Subrecipient Contact Name****]*

*[****Subrecipient Contact Title****]*

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

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

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

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

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

*[Insert* ***grantee****]* conducted a site visit of *[insert* ***subrecipient****]* from *[insert* ***dates****]*. As a result of the site visit, a response plan was issued.

This letter is to inform you that all of the areas of improvement in the response plan have been addressed and *[insert* ***subrecipient***] is now in compliance with Title X Program Expectations.

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

Sincerely,

[***Name***]

[***Job Title***]

[***Grantee Name***]