**TEMPLATE FOR YOUR RESPONSE LETTER**

**How to fill in this template:**

**Comment number:** Cite the number of the comment as reflect in the feedback letter

**Response to DESC/REC comment/question:** Add your response to the REC’s comment. This allows you to motivate or provide a reason for your revision or edits made in response to the REC’s comments

**Which document or form section was updated?** Reference the document name, page number, section number or location on the form where edits were made. Please make sure that the edits or amendments made to the proposal or supporting documents are highlighted (DO NOT USE TRACK CHANGES).

**WHERE SHOULD THIS LETTER BE ATTACHED?:** Please attach your completed response letter to section 9.2 of your online application form.

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| **COMMENT NUMBER** | **Response to DESC/REC comment/question** | **Which document or form section was updated?**  a. Reference the document name, page number, section number or location on the form where edits were made.  b. Make sure that the edits or amendments made to the proposal or supporting documents are highlighted (DO NOT USE TRACK CHANGES). |
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