

Letterhead Logo
Address
Phone and Fax

[Date]

Ms. Attallah,

Our agency reviewed the LEIE and SAM databases for [Full Name], [Full Name] and [Agency Name] with the following results: [describe results here].

or

Our agency reviewed the LEIE and SAM databases for all employees, contractors and board members with exposure to Medicaid consumers and/or information, as well as [Agency Name], and [describe results here].

Sincerely,

[Your Name and Title]