<<Today>>

Ms. Regenia Mitchell

U.S. Department of Health and Human Services

Division of Payment Management

P.O. Box 6021

Rockville, MD 20852

By Telefax to: (301) 443-2672

Dear Ms. Mitchell:

The Corporation for National and Community Service hereby requests that the following account be placed on manual hold:

Account Name: <<Award\_Reporting\_Organization\_Name>>

Account Number:

Personal Identification Number:

Subaccount:

If you have any questions, please contact Long Nguyen, Grants Management Specialist, at 202-606-6978.

Sincerely,

Margaret Rosenberry

Director, Office of Grants Management

<OR>

Rocco Gaudio

Director, Field Financial Management Center