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| **Figure 3.21** | **Letter to Unresponsive Applicants** |
| *Use this sample to inform applicants, in writing, of what your organization’s next steps will be if they have not responded to requests for additional information or clarification within the time frames outlined in your organi- zation’s policies. These time frames also should be included in correspondence with unresponsive applicants earlier in the process.*  [Hospital name] [Address]  [City, State, ZIP]  [Date]  Dear [Name]:  In the letter dated [indicate the date of first notification], we notified you that we required [list the additional information or clarifications that are required] to process your [physician/APP] application. We also informed you that your application would be considered voluntarily withdrawn if we did not receive a reply by the date specified.  Therefore, we view your failure to reply to our request before that date as an indication that you wish to with- draw your application. Accordingly, we have terminated a review of the application and closed your file. Your file may be reopened if you complete a new application that includes the information that was missing from your initial application as well as an accompanying explanation for your failure to respond to our request for additional information.  If you submit a second application, you must include the full amount of the application fee. We will process your second application in the same manner as all initial applications for medical staff membership.  If extenuating circumstances prevented you from responding to our request before the deadline, please pro- vide us with a written explanation of those circumstances. Such explanations should be sent to the attention of [name/title here] by [reply date] along with the additional information or clarification originally requested. If this explanation is found satisfactory by the hospital and medical staff leaders, we will resume processing your application.  Thank you for your cooperation in this matter.  Sincerely, [Name, title]  [Telephone number and/or email address] | |