### Letter 2.2-2 Sample Application Withdrawal Notification Letter

*NRC Letterhead*

(Date)

(Applicant’s Name)

(Street Address)

(City, State ZIP Code)

Dear (Mr./Ms. Applicant’s Name):

The purpose of this letter is to inform you that the facility licensee has withdrawn its request that the written examination/operating test for a (reactor operator/senior reactor operator/limited senior reactor operator) license be administered to you; therefore, your application is incomplete and will not be evaluated further by the U.S. Nuclear Regulatory Commission (NRC). This is not considered a denial under Title 10 of the *Code of Federal Regulations* (10 CFR) 55.35(a) because your application is not being denied because of failure to pass the written examination or operating test, or both. Therefore, you may file a new application at any time.

[Additionally, you passed the (written examination or operating test) and have not yet taken the (operating test or written examination). Though you did not actually fail the (written examination or operating test), for the purposes of 10 CFR 55.35(b), which provides the NRC the ability to excuse portions of an examination that have been passed, the NRC considers you to have failed the (operating test or written examination) that you have not yet taken. Therefore, in any new application that you file with the NRC, you may request to be excused from reexamination on the portions of the examination or test that you have passed. The NRC may, in its discretion, grant this request if it determines that you have presented sufficient justification.]

If you have any questions, please contact (name) at (telephone number).

Sincerely,

(Name and title of licensing official)

Docket No. 55‑(XXXXX)

cc: (Facility representative who signed the applicant’s NRC Form 398)

[ ] Use only for applicants who have passed either the written examination or operating test.