### Letter 2.2-3 Sample Application Withdrawal Response Letter

*NRC Letterhead*

(Date)

(Applicant’s Name)

(Street Address)

(City, State ZIP code)

Dear (Mr./Ms. Applicant’s Name):

In your letter received by this office on [date], you specified that you are withdrawing your application for a (reactor operator/senior reactor operator/limited senior reactor operator) license.

[For the purposes of Title 10 of the *Code of Federal Regulations* (10 CFR) 55.35(a), the U.S. Nuclear Regulatory Commission considers that your application is denied as a result of the failure to pass the written examination, operating test, or both. Therefore, you must comply with the time limits of 10 CFR 55.35(a) for the filing of a new application.]

[[You passed the (written examination or operating test) and have not yet taken the (operating test or written examination).  For the purposes of Title 10 of the *Code of Federal Regulations* (10 CFR) 55.35(a), the U.S. Nuclear Regulatory Commission (NRC) is considering your application as having been denied because of the failure to pass the (operating test or written examination).  Therefore, you must comply with the time limits of 10 CFR 55.35(a) for the filing of a new application.

However, since the NRC is considering you to have failed the (operating test or written examination) that you have not yet taken, pursuant to 10 CFR 55.35(b), you may, in any new application that you file, 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 if the applicant has taken neither the written examination nor the operating test.

[[ ]] Use if the applicant has passed either the written examination or the operating test.