



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

SAMPLE LETTER

Emily T. Marsal, Executive Director
State Health Planning and Development Agency
P.O. Box 303025
Montgomery, AL 36130-3025

RE: Act No. 98-339

Dear Ms. Marsal:

In accordance with Act No. 98-339, _____ is notifying you that we are
Home Health Agency

you that we are now receiving referrals in _____ as of _____.
Referral County Date of First Referral

_____ is contiguous to _____ for which we currently hold
Referral County CON County

an active Certificate of Need.

_____ has no intention of establishing a branch office in _____.
Home Health Agency Referral County

_____ has no intention of incurring a capital expenditure in excess of five
Home Health Agency

hundred dollars (\$500.00) in _____.
Referral County