[LETTERHEAD]

[DATE]

William Andalora, Director

Office of Facilities Management and Development

Maryland Department of Health

201 W. Preston St., Room 537

Baltimore, MD 21201

 **Re: Facility Name: [Facility Name]**

 **Project Name: [Project Name]**

**Project Address: [Project Address]**

**Project Licensure Designation: [OHCQ license classification]**

Dear Mr. Andalora:

This letter is in reference to the proposed scope of work at the [Project Name] have continued use as a[n] [Project Type]. The previous business that used the center as a[n] [Original Use] was named [Prior Facility Name] and operated under License Number: [##########].

The undersigned certifies that [Prior Facility Name] has been purchased from the previous owner and will continue to operate in the community as it is presently licensed under [Project Name] with no physical change or modification to the building.

An electronic submission of the premises floor plan, Certificate of Occupancy, and a copy of the [Prior Facility Name’s] License are provided for your review.

Please contact the undersigned with any questions regarding this matter.

Sincerely,

[Owner Name]