

CERTIFIED MAIL

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

This is to inform you that your application for an apartment at
«communities_rem_from_wait» has been:

 X Removed from the waiting list per «mgmt_company».

In accordance with federal regulations, you have the right to respond to this action
within fourteen (14) calendar days and, in writing, request a meeting for consideration
and/or an informal hearing.

Sincerely,

«rental_agent»