

«today»

### **Notice of Removal From Waiting Lists**

«full\_name»  
«address\_line1»  
«address\_line2»  
«address\_line3»  
«city», «state» «zip»

Dear «full\_name»:

This office recently sent a letter to your last known address to determine if you remain interested in the housing opportunities provided at this development. Thirty days have passed since that letter was sent and we have not received a response from you. As a result of your failure to reply, we must remove your name from our waiting list.

If there is a valid reason as to why you did not respond, we will take that into account in reconsidering the removal of your name from our waiting list. You must respond to this notice in writing within five (5) days. Otherwise, this determination is final.

You may file a new application at any time the waiting list is open, or you may apply at any other subsidized development you may choose. The removal of your name does not impair your ability to apply elsewhere.

If you should have any questions, please call me at \_\_\_\_\_.

Sincerely,

«rental\_agent»  
Leasing Agent