

«today»

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

Dear «full_name»:

It will soon be time for your annual recertification. You received a notice of your upcoming annual recertification at an interview just less than a year ago.

Your lease states that the «subsidy_program» provisions require that we review your income and family composition every year to determine if you are still eligible to receive assistance paying your rent.

To complete our review of your income and family composition, you must meet with «**rental_agent**» at «**recert_appt_place**» and supply the required information. «**rental_agent**» will be available for recertification interviews (dates and times available). Please contact «**rental_agent**» (by phone, at the office) as soon as possible to schedule an appointment for an interview.

Cooperation with the recertification requirement is a condition of continued program participation. If you respond to this notice after «**next_recert_cutoff_date**», your lease gives us the right to implement any rent increase resulting from the recertification without providing you a 30-day written notice.

If you do not respond before «**next_recert_date**», your lease gives us the right to terminate your assistance and charge you «**market_rent**» effective «**next_recert_date**».

When you attend the interview, you must bring the following information:
(*****List all required information.)

Sincerely,

«mgmt_company»