

«today»

«full\_name»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «full\_name»:

A mistake was found in your annual recertification and as a result, your rent must be adjusted. The new amount is higher than what you were told so we cannot charge you the correct rent amount until next month. This month's rent will be the amount that was originally quoted to you so please pay that amount.

Your new rent will be as follows:

«tenant\_rent» effective «effective\_date»

Enclosed are your corrected annual recertification papers. Please sign and date your name(s) at each checkmark. **PLEASE MAKE SURE YOU SIGN BOTH SIDES OF THE TWO-SIDED FORMS (HUD 50059 and Lease Amendment)**. Return these forms to us in the envelope provided, no later than **«today\_plus\_6»**.

Your copies of everything are stapled and marked, "Please Keep This Copy". Do not return this back to us.

New rental coupon booklets will be mailed out under separate cover.

Thank you,

«mgmt\_company»