

«today»

«full_name»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «full_name»:

Your annual recertification is completed. Based on all your new verifications, your rent will be:

«tenant_rent»

Your rent was based on the new verifications we received for your income, assets, and medical expenses (elderly households only). We have reviewed your records carefully to make sure that this rental amount was calculated correctly. If you have a question about this rent figure, you can call «mgmt_local_office» at «mgmt_local_office_phone».

Enclosed is your annual recertification paperwork. Please sign and date your name(s) at each checkmark (✓) on the enclosed loose forms. Note that signatures may be needed on some of the loose forms that are two sided. Return the loose forms only to «mgmt_local_office» 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.

«mgmt_local_office»