

«today»

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

Dear «full_name»:

Final Notice for Missing Paperwork

To date we have not received:

Initial Notice of Annual Recertification
HUD Form
Lease Amendment
Certification

That was mailed to you on _____.

This is to notify you that if the forms are not returned to «mgmt_company», you will be charged the market rent of «market_rent» as of «effective_date». To avoid paying this rent, please return the forms by «today_plus_6».

If you have any questions, please contact me.

Sincerely,

«rental_agent»