

«today»

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

Dear «full_name»:

First Notice for Recertification Paperwork

To date we have not received recertification paperwork that was mailed to you for your signature. We are required by the government to submit these forms in a timely manner.

This is to notify you that if the forms that were sent to you are not returned to «mgmt_company» by «today_plus_6», there is a possibility that you will be charged the market rent of «market_rent» as of next month. To avoid paying this rent, please return the forms today.

If you have any questions about this letter, contact the office.

Sincerely,

«rental_agent»