

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

Rental Assistance has become available for your household. Based on this, your rent will be:

«tenant_rent» effective «effective_date»

Enclosed is your paperwork reflecting your new rent. Sign and date your name(s) on each page where the black checkmark's appear. Return everything back to this office except for the forms that are marked "PLEASE KEEP THIS COPY".

Your paperwork must be returned by **«today_plus_6»** as we need to submit it to the government. If you do not return the paperwork by this date, we will not be able to reduce your rent by the effective date above.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

«rental_agent»