

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

We are sorry to hear about the loss of your loved one. We are adjusting your rent to be:

«tenant_rent» effective «effective_date»

This rent is based on your income alone. Enclosed please find the paperwork reflecting this change. Please sign the forms where the black checkmarks appear, keep the ones marked PLEASE KEEP THIS COPY, and return the others in the enclosed envelope no later than **«today_plus_6»**.

We know that this must be a difficult time for you, but we must inform you how important it is to notify «mgmt_company» once an adjustment has been made in any of your benefits, e.g., social security, pensions, etc. We have found that frequently this notification is forgotten, and when this happens, «mgmt_company» has no choice but to adjust rent retroactively to when the benefits were adjusted. This can amount to a substantial amount of money, and we want to make sure this does not happen to you. So please, call this office as soon as you have been notified of new benefit amounts.

Thank you for your cooperation. If you have any questions, please do not hesitate to contact this office.

Sincerely,

«rental_agent»