

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

Your interim recertification has been completed. Based on the new information, 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 have no choice but to charge you the market rent of **«market_rent»** as of the effective date of this rent change.

Your rental coupons will be mailed once we receive this paperwork back from you.

Sincerely,

«rental_agent»