October 25, 2016

Landlord Name

Landlord Address

RE: 123 Main Street

New Haven, CT 06513

To Whom It May Concern:

This letter is to inform you that the [Insert Agency Name] Rapid Re-Housing Program will not pay rent for the above-mentioned apartment after [Insert Date].

If you have any questions, please call XXXXXXXX at 203-XXX-XXXX to schedule the exit inspection to the client is vacating the unit once rental assistance has ended.

Sincerely,

XXXXXX

XXXXXX

XXXXXX

cc: Tenant