SAMPLE

March 1, 2022

**Re: Termination from [Insert Agency] Rapid Re-Housing**

Dear Ms.:

This is to notify you that [Insert Agency], intends to terminate your participation in the Rapid Re-Housing in which you are a participant. The reason for the proposed action is as follows:

[Insert Reason from Form 23A termination from RRH]

If you dispute this decision, you may request an informal meeting to try to resolve this dispute. In order to do this you **MUST** complete and submit the attached Client Concern Form **within 15 calendar days** of the date of this letter. (See Attached RRH Grievance Policy and Procedure Client Concern Form)

If you do not request an informal hearing within the fifteen (15) day period and successfully dispute the termination of the participation, you will have waived your right to dispute the termination and will no longer receive housing assistance from the Agency.

The effective date for this termination is proposed for [Insert date at least 30 days from date of letter]. If you are terminated, you will be responsible for the full contract rent as of the above date.

If you have any questions or if you need further assistance, please contact me at XXX-XXX-XXXX.

Sincerely,

XXXXX

XXXXX

XXXXX

cc: Dept. of Housing