SAMPLE

March 1, 2022

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

Dear Ms.:

Congratulations! This letter is to inform you that you have successfully completed our [Insert Agency] Rapid Rehousing program. It was a pleasure serving you in our program. Effective [Insert date] you will be discharged from the program and will no longer receive a rental subsidy through our agency.

[Summarize successes: for example]

During your time in the program, you received security deposit and utility assistance as well as x months of rental assistance. We worked together to obtain your state identification card, affordable furniture, and connect you to health insurance. In addition, you negotiated an increase in your work hours. You have been successful in obtaining an apartment and maintaining the lease.

If you dispute this discharge, 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 discharge, you will have waived your right to dispute the discharge and will no longer receive housing assistance from the Agency.

Thank you for participating in our program. It is my hope that we have provided you with the tools necessary for successfully maintaining your housing. If you have any questions or if you need further assistance, please contact me at XXX-XXX-XXXX.

(For YHDP) Please consider completing a participant survey to share your experience with the program, available at [Insert link]. We value your opinion.

Sincerely,

XXXXX

XXXXX

XXXXX

cc: Dept. of Housing