Date

Applicant Name

Address

City, State Zip

Dear Applicant Name,

Agency Name is in receipt of your application for the Housing Choice Voucher Program. Your application has been reviewed and accepted.

Agency Name will use the US Postal Service when corresponding with you. It is imperative that you keep in contact with our office and inform us of any address changes or changes in your family composition. All notifications of address/family changes must be submitted to Agency Name in writing.

If you have any questions, feel free to contact us at xxx-xxx-xxxx.

Sincerely,

Agency Contact