

# PROVIDER LETTERHEAD

**DATE**

Dear Household:

Re: Annual Income Declaration Package

The attached Income Declaration form must be completed and returned to **(insert here)** before **(insert date – 30 days)**. You must provide proof (copies) of your income.

If we do not receive this information before **(insert date)** you will no longer be eligible to receive a rent subsidy and will receive notice that your rent will be raised to the maximum (market rent).

If you need help to complete the package, please call **(insert contact number)**.

Sincerely,

**Name**

**If you require this material in a different format please contact the office.**