# Sample Letter — Missing Information

*[Print on letterhead]*

**Missing information on your income and asset review form**

**To:** *[Name each household member 16 years of age or older]*

**Date:**

**Unit:**

Thank you for returning your Income and Asset Review Form.

Some of the information was missing. This information will help us to confirm that you are still eligible for subsidy, and to set your rent.

We need the following information:

*[Fill in the details]*

If you do not send this information to us at *[place]* by *[date],* you could lose your subsidy. If this happens, you will have to pay market rent for your unit. To get subsidy again, you will have to apply to Access to Housing. This means that you will have to wait until your name reaches the top of the list. This could take several years.

If you are having difficulty getting the information, call *[name]* at *[phone number]* right away.

Sincerely,

*[Name and Title]*