Insert current date

Insert name of tenant/member

Insert address of tenant/member

RE: Reminder notice for requirement to sell or transfer property

Dear Insert name of tenant/member,

On insert date of first letter, we sent you a letter about the sale or transfer of your residential property.

In order to remain eligible for RGI assistance, you are required to sell or transfer this property by original date mm/dd/year. You will need to give us proof when the property has been sold or transferred including the amount of money that you receive for it.

If you have any questions please contact insert name and contact of housing provider.

Sincerely,

Insert name of housing provider