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 is missing the following information:

* Agency Name waiting list was only open to applicants who meet X preference. The X preference was not selected on your pre-application
* The pre-application was not signed
* The pre-application was not dated

You have until Date (10 days from date of letter) to supply the above information/documentation in order to be placed on the Agency Name Housing Choice Voucher Program waiting list. If this information is not received by Date your application will not be accepted and you will not be placed on the Agency Name Housing Choice Voucher Program Waiting List

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

Sincerely,

Agency Contact