

Date

Jane Doe  
#123 – 456 Happy Street  
Happyville, ON H0H 0H0

Jane;

You are receiving this letter because you moved out of Happy Place Non-Profit owing arrears.

The following chargebacks were applied to your account:

- \$ 248.96 (Dump Run for garbage left behind in unit and Garbage Shed)
- \$ 474.00 (Cleaning unit including Fridge and Stove/Oven)
- \$ 1,423.80 (Labour costs to repair damages)

Copies of documents supporting these chargebacks are enclosed.

You now owe us **\$1,194.48** (see copy of ledger enclosed).

The amount of arrears owing will be reported to Niagara Regional Housing Services. This will make you ineligible to apply for subsidized housing in the future, unless a Repayment Agreement is made with us to pay off the arrears.

Please contact me to arrange a Repayment Agreement.

Sincerely,

Your name,  
Title  
Phone  
Fax  
Email