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| Write a letter to request a grievance hearing |

Congratulations {{ users }}! You have finished all the forms you need to Write a letter to request a grievance hearing. The rest of the pages in this packet are your letter to {{ other\_parties }}.

## Next steps

1. Deliver a copy of this letter to {{ other\_parties }}.
2. **Keep a copy for yourself.**
3. If {{ other\_parties }} does not answer your letter within 30 days, come back and complete the [Follow-up interview].

## To send your letter

1. Look over the forms below, one more time. Make sure everything is correct.
2. Deliver a copy of this letter regular first-class mail.
3. You can ask the post office for proof of delivery, but it is not required. It may slow down delivery of your letter.

## What happens after I send the letter?

1. Wait for a reply. The housing authority will notify you when they schedule your hearing, or if they need more information.

## What do I do if {{ other\_parties }} ignores my letter?

1. The housing authority will provide a written decision either granting your hearing request, denying your hearing request, or requesting more information.

## What happens if {{ other\_parties }} agrees with me?

If the {{ other\_parties }} agrees with you:

1. You will have to prepare for your hearing. Luckily, we have a form that can help you out with that!

**Read** the response as soon as you get it. If you have questions, [ Your local legal aid] may be able to help you more.

## Learn more

Visit **https://www.masslegalhelp.org/housing-apartments-shelter/public-subsidized-housing/sample-letters-forms-and-worksheets**

or use the QR code below:

