«LetterDate»

«wlcode»

Date of Name Placement: «dtapplied»

«ToName»

«MailAddress»

Dear Pre-Applicant,

# Re: Cancelled Application - Failure to show for appointment.

You were not present for your scheduled appointment on «ApptDate», as confirmed by a letter mailed to you on «PrevLetterDate».

**You must submit a request in writing** to the Housing Authority within ten (10) business days from «LetterDate» to reschedule this appointment.

# If you do not reschedule your appointment your file will be cancelled and your name dropped from the wait list.

Sincerely,

Eligibility and Occupancy Department

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM - 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*