«LetterDate»

«ToName»

«MailAddress»

Dear «ToName»:

On «dtInspected» our agency conducted an inspection of the «sEntity» located at:

«InspectionAddress»

The «sEntity» has passed the inspection and meets all of our Housing Quality Standards (HQS) .

Please review the following notes from our inspection:

**«ResultsMemo»**

This should be addressed prior to the next HQS inspection as it will most likely result in a Fail inspection.

If you have any questions concerning these notes, please contact our office (831)454-5977.

Sincerely,   
  
<<PHAsAgencyName>>