

SAMPLE LETTER

Date: 00/00/00

To: John Doe/Jane Doe  
Housing Manager, NYCHA - [Insert] Houses  
NYCHA Management Office  
[Address, City, NY Zip Code]

**Rent Interim Recertification Grievance: RENT INCREASE GRIEVANCE**

To X Houses Management:

My name is [Insert Name] and I live at [Insert address].

My current household income is only about \$x/month, based on my wages which are the only income in my home. I submitted proof of this to my housing assistant/manager on the same day that I completed my annual recertification. See attached documentation.

Our rent was set at \$x/month, plus \$x for air conditioning and water charges, totaling \$x which is higher than our 30% of my current income. I completed my annual review/recertification in [Insert Date], but I have not been given a new NYCHA Lease Addendum and Rent Notice. I can't afford my current rent and I would like to receive the new lease addendum and an interim rent recertification to adequately adjust my rent based on 30% of our current household income and received retroactive rent credit.

\*OPTIONAL IF APPLICABLE\* I also requested an emergency transfer because [Insert Reason]. [Here you can add the conditions in your apartment that make it uninhabitable]

Sincerely,

[Insert your name]