

Ref:

Date

Title Initial Surname

Postal Address

CITY/SUBURB STATE POSTCODE

Dear NAME

### TRANSFER TO ANOTHER PROPERTY

This letter is to inform you that you will be required to move from your current property into another social housing property for the following reasons:

<INSERT PROVIDER-INITIATED TRANSFER REASONS>.

Your tenancy manager will attempt to find a suitable alternative property for you.

Please be advised that there may be some time to wait before a suitable property becomes available and we recommend that you do not start moving out of your current home until you are advised to do so.

Contact us on INSERT PHONE NUMBER if you would like to discuss the transfer process.

Yours sincerely

Name

Position

Community Housing Organisation