Dear Rental Assistance Unit:

My name is [insert name] and I am a [insert job title] at [insert provider name], a supportive housing residence. I am writing on behalf of my client and tenant [insert tenant’s name], who is asking for an emergency assistance grant of [insert arrears amount].

[The tenant] has been a resident since [insert date], and upon admission was designated as [insert population (e.g Pop A- define)].

[The tenant] is in arrears due to [insert reasons for arrears].

Attached you will find the following:

* Rent demand notice
* Current lease
* Past/current payment agreements
* Synopsis of case notes documenting our efforts to provide education/employment/mental health resources and supports
* Income documentation (PA award letter/ SSI/SSA documentation, etc…)

These documents were also submitted via [Access HRA, HRA Portal, etc..]

[Tenant] will have future ability to pay, as they have [been approved for PA, SSI/SSA, are now employed].

*DELETE THE HIGHLIGHTED SECTION PRIOR TO SUBMITTING TO RAU*

*Note: If tenant is currently receiving SSI, they are entitled to up to* ***four months*** *of arrears a year, through an* [*Emergency Assistance for Adults grant*](https://benefitsplus.cssny.org/pbm/cash-benefits/emergency-assistance-adults/overview)*. If applicable, document how much of the emergency assistance qualifies for the Emergency Assistance to Adults grant.*

Thank you in advance for your time and consideration. Please contact me if there any questions or clarifications needed. We look forward to hearing your decision soon.

[Include name, title, organization and all contact information]