

Date

Dear \_\_\_\_\_

This letter is a reminder you are currently living in a home that is designated as band-owned. This means that rent is due on the last day of each month.

Our records show that you have not paid rent for \_\_\_\_ months. Your last payment was applied to month/day/year. As a result, you are now in arrears in the amount of \$\_\_\_\_\_.

We would like you to come into the Housing office to discuss repayment options for these arrears. If there are mitigating factors that we are not aware of, we urge you to come talk to us and we can negotiate a repayment agreement or discuss the option of an SA top-up.

Please contact me at your earliest convenience to schedule a time to meet. I am available to meet you at the band office on \_\_\_\_\_. I look forward to seeing you.

**IMPORTANT- This letter is your last warning, the next notice will be a Notice of Eviction.**

Sincerely,

Housing Department