

Change of Circumstances Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Recipient's Name]

[Government Housing Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you of a change in my circumstances that may affect my eligibility for government housing assistance. Please consider this letter as an official notification regarding the following changes:

- **Type of Change:** [e.g., change in income, household size, employment status]
- **Description:** [Provide a brief description of the change]
- **Date of Change:** [Insert date of the change]

Attached are the relevant documents to support this change. I request that you update my file accordingly and advise me on any further steps I need to take.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]