



Division/Branch
Address
Town/City MB Postal Code
manitoba.ca/housing

Name
Title
E-mail address
Tel: (204) 945-xxxx
Toll Free: 1-800- if avail
Fax: (204) 945-xxxx

<<Date>>

<<Leaseholder name>>

<<Co-leaseholder name>>

<<Address>>

<<City/town, MB postal code>>

Client ID: <<Client ID>>

Client ID: <<Client ID>>

Tenant Charge Back - Housed

Dear << Leaseholder and Co-leaseholder >>:

Please find enclosed an invoice in the amount of \$[[Enter total invoice amount]] for repairs at <<Full Address >>.

To keep your account in good standing, please pay no later than [[Enter date to pay amount (MM/DD/YYYY)]].

If there are circumstances affecting your ability to pay the above amount, please contact me immediately to discuss an acceptable payment plan. If payment has been made, please disregard this notice.

If you have any questions or concerns, please contact me.

Regards,

<<Sender Name>>

<<Sender Title>>

Tel:<<Sender Tel>>

Encl.: Invoice # [[Enter Invoice #]]