Insert Date

Insert Name of Tenant/Member

Insert Address of Tenant/Member

Dear (Insert Name of Tenant/Member),

On (insert date) you refused an offer of housing at (insert address of unit offered).

This is the **first offer** of housing you have refused.

As such, this letter serves as a reminder that under the Region of Peel’s Overhoused Households Policy your household is entitled to receive **up to three offers** of housing in an appropriate sized unit before your household is deemed **ineligible for rent geared to income (RGI) assistance.**

Please note that three offers is the **total number** of offers you are entitled to whether you are on the internal transfer list, the Centralized Wait List (CWL), or on both lists at the same time.

Since this is the first offer of housing in an appropriate sized unit your household has refused you are entitled to receive up to two more offers in total before your household will be deemed ineligible for RGI assistance.

If you have any questions please contact (insert contact name and number of housing provider).

Sincerely,

(insert name of housing provider)