**Moorhead Public Housing Agency**

**800 Second Avenue North**

**Moorhead, MN  56560**

**Phone: (218)299-5458**

DATE

NAME

ADDRESS

Unit #: P -XXX-XXXX-XX

**Amount Due   $X**

Dear Tenant,

Please be advised that your account is not paid in full as of today’s date.  Currently, account records indicate that you have an outstanding balance of **$X**.

If circumstances arise which delay or prevent payment **you must submit** **in writing** a request for a payment extension and submit for approval.  An extension may or may not be granted depending upon the circumstances.

If you have any questions regarding your account feel free to contact me at the number above.

Thank you for your prompt attention to this matter.

Sincerely,

Robin Brekke

Office Specialist