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| --- | --- |
| 21 January 2016  «Title» «GivenNames» «Surname»  «Address»  «City» «PostCode» | Client Number: «ID» |

Dear «KnownAsName»

**(ORG NAME) HOUSING APPLICATION – on waiting list**

I am writing to confirm that your application of «Application\_Date» has been received and you have been placed on our waiting list.

At this point the ‘wait-time’ cannot be determined as allocations can only be made as and when housing becomes available. When this occurs we will be looking at all applications that qualify and prioritise them based on applicant/s’ needs at that time.

You will only hear from us when we check to see whether you are still in need of housing and this is done periodically to enable us to keep our waiting list up-to-date.

If your situation changes, please keep us informed as this may affect the qualification of your application and the priority we give to it.

If you need assistance or clarification, please call me on 00 000 0000 or call in at our office at ………………………….. between 9:00am and 5:00pm.

Yours sincerely

(NAME)

(JOB TITLE)

Tenancy Manager