

Request for Informal/Formal Conference with the PHA

Tenant's name: _____

Tenant's address: _____

Date: _____

To: Executive Director of _____ Housing Authority

Address: _____

Dear Executive Director:

I am asking for an informal conference for the following reasons and/or problems:

OR

On _____ I had an informal conference to discuss the
(date of informal conference) following problems:

I am not satisfied with the result of the informal conference because:

So I am asking for a formal grievance hearing to resolve this problem.

Yours truly, _____ *(print name)*

(Signature) _____