

Ref:

Date

Title Initial Surname

Postal Address

CITY/SUBURB STATE POSTCODE

Dear NAME

TRANSFER APPLICATION NOT APPROVED

This letter is to inform you that your application for a transfer to another property has not been approved. The reasons for this decision are:

<INSERT reasons why the application was not approved. For example:

You have been assessed as ineligible for continued housing assistance due to your income>

If you wish to discuss this decision and/or options for finding alternative housing, please contact us on INSERT PHONE NUMBER. This decision can be appealed.

If your situation has changed or your original transfer application did not reflect your situation accurately, you may request a re-assessment of your circumstances.

Information on other housing services can be found on the Department of Communities Housing and Homelessness Services website at www.housing.qld.gov.au

Yours sincerely

Name

Position

Community Housing Organisation