



**Division/Branch**  
Address  
Town/City MB Postal Code  
**manitoba.ca/housing**

Name  
Title  
E-mail address  
**Tel: (204) 945-xxxx**  
**Toll Free: 1-800- if avail**  
**Fax: (204) 945-xxxx**

<<Date>>

<<Leaseholder name>>

<<Co-Leaseholder name>>

<<Address>>

<<City/town, MB postal code>>

Client ID: <<Client ID>>

Client ID: <<Client ID>>

## Default on Payment Plan by Tenant

Dear << Leaseholder and Co-Leaseholder >>:

Our records indicate that you have not honoured your payment plan. A payment in the amount of \$[[Enter Monthly Payment Plan Amount:]] was due on [[Enter Payment Plan Amount was Due on: MMMM D, YYYY]].

If the payment is not received by the 15<sup>th</sup> of this month this will result in Manitoba Housing serving a Notice of Termination to end your Tenancy Agreement. Please contact me as soon as possible to discuss.

If payment has been made, please disregard this notice.

Regards,

<<Sender Name>>

<<Sender Title>>

Tel: <<Sender Tel>>