

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Date]

[Housing Authority Name]
[Case Manager Name]
[Housing Authority Address]
[City, State, Zip Code]

RE: Request for Extension/Relief Regarding Failed Inspection

Tenant Name: [Tenant Name]
Unit Address: [Full Property Address]
Inspection Date: [Date of Inspection]

Dear [Case Manager Name or Department],

I am writing to formally request a repair extension and relief regarding the failed Housing Quality Standards (HQS) inspection conducted on [Date of Inspection] for the property mentioned above.

The inspection report identified the following deficiencies that require correction: [Briefly list the main items].

I am requesting an extension of [Number of Days] beyond the current deadline of [Current Deadline Date] for the following reason(s):

- [Reason 1: e.g., Delay in receiving specialized parts/materials]
- [Reason 2: e.g., Unavailability of licensed contractors until a specific date]
- [Reason 3: e.g., Tenant-related access issues or health concerns]

I am committed to ensuring the property meets all safety and quality standards. I have already taken the following steps toward completion: [List any actions taken, such as hired contractors or purchased materials].

I have attached [Mention any documentation, such as contractor quotes or receipts] to support this request. I respectfully ask that you postpone any abatement of subsidy payments or termination of the HAP contract while these repairs are finalized.

Thank you for your time and consideration. I look forward to your written approval of this extension.

Sincerely,

[Your Signature]

[Your Printed Name]