

Date: [Current Date]

To: [Property Manager Name / Housing Authority Name]

From: [Tenant Name]

Address: [Current Unit Number and Street Address]

Phone: [Your Phone Number]

RE: EMERGENCY REQUEST FOR EXPEDITED TRANSFER DUE TO UNINHABITABLE CONDITIONS

Dear [Management Name],

I am writing to formally request an emergency expedited transfer from my current unit, effective immediately. As of [Date], the unit located at [Address] has become uninhabitable and poses an immediate threat to the health and safety of the occupants.

The specific conditions making the unit uninhabitable are as follows:

- [Describe issue, e.g., Major flooding/water damage]
- [Describe issue, e.g., Lack of essential services: heat, water, or electricity]
- [Describe issue, e.g., Severe mold growth or structural failure]
- [Describe issue, e.g., Fire damage]

Due to the severity of these conditions, I am requesting a transfer to a safe, habitable, and comparable unit within your portfolio. If a permanent unit is not immediately available, I request temporary relocation assistance until a permanent solution is provided.

Attached please find [List attachments if any, e.g., photos of damage, inspection reports, or police/fire department reports] documenting the current state of the unit.

I look forward to your immediate response regarding the availability of a transfer unit. Please contact me at [Phone Number] or [Email Address] as soon as possible to coordinate the relocation.

Sincerely,

[Your Signature]

[Your Printed Name]