



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>>

Application Reference: <<App Ref No.>>
Client ID: <<Client ID>>
Client ID: <<Client ID>>

Move in Appointment

Dear << Leaseholder and Co-Leaseholder >>:

This letter is to inform you of a move in appointment scheduled on:

Date: [[Enter Date of appointment]]
Time: [[Enter Time of appointment]]
Location: [[Enter Location of appointment]]

The purpose of this meeting is to review and sign all applicable documents for your tenancy.

Please contact me by [[Enter 10 business days to contact the office to confirm the appointment]] to confirm this appointment.

Regards,

<<Sender Name>>
<<Sender Title>>
Tel:<<Sender Tel>>