



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>>

Tenancy Reference: <<Tcy_Ref No.>>
Client ID: <<Client ID>>
Client ID: <<Client ID>>

Introduction - Tenant Services Coordinator

Dear << Leaseholder and Co-Leaseholder >>:

I am pleased to let you know that I am your Tenant Services Coordinator.

As your Tenant Services Coordinator, I will be available to provide a variety of support services such as referrals to health and social services, including education, employment training, recreation programs, and family resource centres in your area. I also assist with responding to inquiries, investigating tenant related issues and concerns, providing resource information and advocating on your behalf to have a successful tenancy.

Within the next three months, I would like to visit with you in your new home to see how you are adjusting and discuss ways that I can be of support to you.

I am located at [[Enter office address]] and can be reached at <<Sender tel>> if you have any questions or concerns.

I look forward to meeting you.

Regards,

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

