

SAMPLE TERMINATION OF HOUSING ASSISTANCE APPEAL LETTER

Via Facsimile (800) 827-8112

Date:

FEMA
Individual and Households Program
National Processing Center
PO Box 10055
Hyattsville, MD 20782

Re: Client Name
Fema Registration Number:
Disaster Number:

Dear Sir/Madam,

The following is an appeal to FEMA's notice dated (insert date) notifying me that my participation in the temporary housing program will be terminated on (insert date).

I respectfully request that your office reconsider its decision based on the following facts: (check whichever applies):

_____ I have been unable to implement my long term housing plan because I cannot find any affordable rental housing in my area. A description of my efforts to find alternative housing is attached.

_____ I have been approved for a mortgage and have begun construction of a new home which will not be ready for move-in by September 26. Copies of supporting documents are attached.

_____ I am a homeowner whose home suffered extensive hurricane related damage and the repairs on my home have not been completed. Copies of supporting documents are attached.

_____ I have requested that FEMA sell me the mobile home I presently occupy and am awaiting a decision.

In the event you choose to deny my appeal, I respectfully request that you send me a complete copy of all the information you have in my file, including the information that served as a basis for your decision to deny me an extension of my participation in the direct housing assistance program.

Sincerely yours,

Signature

Name

Mailing Address