

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Housing Counseling Agency Contact Information

Dear [Recipient Name],

As requested, please find below the contact information for the housing counseling agency providing assistance with your current housing situation.

Agency Name: [Agency Name]
HUD Approval Number: [ID Number]
Counselor Name: [Counselor Name]
Phone Number: [Phone Number]
Email Address: [Email Address]
Office Address: [Agency Physical Address]
Website: [Website URL]

This agency is available to provide guidance regarding [foreclosure prevention / homebuyer education / rental assistance]. You may contact them directly to schedule an appointment or to provide necessary documentation.

If you have any questions regarding this information, please feel free to reach out.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]