

SAMPLE PERTINENT INFORMATION LETTER

Mr. Sean Moss
Regional Director
U.S. Department of Housing and Urban Development
26 Federal Plaza Room 3500
New York, NY 10278-0068

RE: Project Name:
HUD Project Number:

Dear Mr. Moss:

In accordance with the requirements of the New York City Office of the United States Department of Housing and Urban Development, the undersigned is providing you with the following required information:

MORTGAGOR:
ADDRESS OF MORTGAGOR:

ADDRESS OF PROJECT:

TELEPHONE NUMBER
OF MORTGAGOR:

NAME AND ADDRESS
OF PERSON TO RECEIVE
CORRESPONDENCE:

(Should be Executive Director or President of Mortgagor)

If you should require additional information, please do not hesitate to contact the undersigned.

Sincerely,