

8021.2 REV-1

APPENDIX 2

(SUGGESTED LETTER TO NOTIFY COMMUNITY HOUSING RESOURCE BOARD
REPRESENTATIVES OF APPOINTMENT)

(Field Office Letterhead)

Date

Name

Address

City, State Zip Code

Dear

This is to notify you of your appointment to the Community Housing Resource Board that HUD created to assist the (Industry Group) to implement and assess progress of the Affirmative Marketing Agreement.

Congratulations on this appointment and the high honor that it conveys. We and the (industry group) look forward to working with you.

The initial meeting of the Community Housing Resource Board will be at _____ on _____. We look forward to seeing you at that time.

Sincerely,

cc: Industry Group President
Industry Group Executive Office