LHA Letterhead

Sarah Glassman, Associate Director

Division of Public Housing & Rental Assistance

Department of Housing & Community Development

100 Cambridge Street, Suite 300

Boston, MA 02114

Re: Notice of Vacant State-appointee Seat on the Board

Dear Ms. Glassman:

This letter serves as formal notification of a vacancy on the Board of the Housing Authority. This vacancy occurred as the result of:

a. the state-appointed Board member died on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

b. the state-appointed Board member has submitted a written letter of resignation effective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

c. the state-appointed Board member ceased to be a resident of the city/town on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

d. the state-appointed Board member’s term expired and the member has ceased to serve since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The current term of the state-appointee seat expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We understand that the Department will notify the Housing Authority and the City/Town Clerk when an appointment has been made by the Department to fill the seat.

Sincerely,

Executive Director or Chairman

cc. City/Town Clerk