



**Division/Branch**  
Address  
Town/City MB Postal Code  
**manitoba.ca/housing**

Name  
Title  
E-mail address  
**Tel: (204) 945-xxxx**  
**Toll Free: 1-800- if avail**  
**Fax: (204) 945-xxxx**

<<Date>>

<<Leaseholder name>>

<<Co-leaseholder name>>

<<Address>>

<<City/town, MB postal code>>

Tenancy Reference: <<Tcy\_RefNo.>>

Client ID: <<Client ID>>

Client ID: <<Client ID>>

## Long-Term Absence Approved

Dear << Leaseholder and Co-Leaseholder >>:

Your request to maintain your subsidy while away from your unit has been approved.

Please note that all tenant responsibilities and obligations including rent payments and general maintenance of the unit as agreed to in the Tenancy Agreement must be met during any period of absence.

Based on the information provided, you plan to return by **[[Planned return date: MM DD YYYY]]**. If you remain away from the unit longer, you may put your subsidy at risk.

If you do need to be away longer than expected, please contact me before your expected return date to request an extension. We cannot guarantee an extension will be approved.

If you have any questions or concerns, please contact me.

Regards,

<<Sender Name>>

<<Sender Title>>

Tel: <<Sender Tel>>