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## Sample Letter for Requesting Project Based Voucher (PBV) Assistance



**“Date”**

Ms. Juliann Kline  
Michigan State Housing Development Authority  
P.O. Box 30044  
Lansing, MI 48909

Re: Request for Project Based Vouchers  
**“Name of Development”, “Sponsor”**

Dear Ms. Kline:

I would like to request an allocation of **“#”** Project Based Vouchers (PBV) for the **“Name of Development”**, located at **“address”**. The proposal is made up of **“total #”** of units. We will be submitting a request for Low Income Housing Tax Credits for this project for the **“funding round date”** funding round.

**Project Description**

**(Include the type of project; location; type of financing; tenants served, bedroom mix; local, federal or state subsidies; and other relevant information.)**

Thank you for your consideration for this request. Please do not hesitate to contact me at **“phone number”**, if additional information is required.

Sincerely,

**“Name”**

**“Title”**

Cc: Sally Harrison, MSHDA  
John Hundt, MSHDA