***“Note: Cover Letters must be on Company Letterhead and signed by an authorized signature authority”***

***“Date”***

Ms. Jackie Langeluttig

DC Housing Finance Agency

815 Florida Avenue, NW

Washington, DC 20001

Re: “***Property Name”***

 Replacement Reserve Request

Dear Ms. Langeluttig,

This letter is to request re-imbursement in the amount of ***$\_\_\_\_\_\_\_\_\_\_*** for eligible items from our replacement reserve account. Attached please find an itemized spreadsheet, invoices and proof of payment.

***“if additional information needs to be brought to our attention or any special requests need to be made, please indicate in this cover letter”***

Respectfully,

Borrower Signature