

MODEL LETTER

Have Tenant Sign Letter Withdrawing Complaint

Here's a sample letter from a tenant advising the DHCR that he is withdrawing his complaint and asking the DHCR to dismiss the case. If you're settling more than one complaint, have the tenant sign a separate letter for each complaint. Attach a copy of the letter to the settlement agreement—and send the original letter to the DHCR. If the tenant is represented by an attorney, get the tenant's attorney to sign the withdrawal letter along with the tenant.

Oct. 1, 2010

NYS Division of Housing and Community Renewal
Office of Rent Administration
Gertz Plaza, 92-31 Union Hall St.
Jamaica, NY 11433

Re: DHCR Case Docket No. 12345

999 E. 99th St., Apt. 9, New York, NY 10000
Joe Tenant; (212) 123-4567

Dear Sir/Madame:

In connection with the above-referenced complaint, please be advised that I have reached an amicable settlement with the owner. I hereby withdraw the above-referenced complaint and request that the case be dismissed in its entirety with prejudice.

Kindly send confirmation of this dismissal to me and the owner. Thank you for your kind attention to this matter.

Yours truly,
Joe Tenant

[If tenant is represented by an attorney, insert attorney's signature.]