Providers Name

Agency or Company, Address, City, ST ZIP Code | Telephone | Email

Date

Landlord’s Name

Address
City, ST ZIP Code

RE: Qualified Third Party Letter in Support of Tenant’s Lock Change Request

Dear Landlord:

Please accept this letter as the “written verification from a qualified third party” letter in support of my client,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s lock change request pursuant to G.L. c. 186 §26 and G.L. c. 186 §24(e)(3).

It is my understanding that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is your tenant at {*client’s address*}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A request was made on {*date*}\_\_\_\_\_\_\_\_\_\_\_\_\_that the locks to that unit be changed to protect the safety of my client and/or my client’s family.

I am a qualified third party who works at {*employer*}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The tenant, co-tenant or member of the tenant or co-tenant's household reported the domestic violence, rape, sexual assault or stalking to me. The act took place on {*date of incident*}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The name of the perpetrator is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. {*Or alternatively*} The name of the perpetrator is unknown.

Sincerely,

Provider’s Name

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**Do not provide this second sheet to the landlord**

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You do not have to give details of the incident in the letter.

The only requirement is:

* You are a qualified third-party service provider.
* That you were informed of domestic violence, rape, sexual assault or stalking by the
* Tenant, co-tenant or member of the tenant or co-tenant's household, and you list
* The date of the incident and
* The perpetrator if known.

Although the landlord must to keep this information confidential, it is unnecessary and potentially harmful to the victim to provide more details than required.