# Notice of Forwarding of Regional Review Package to Panel

To RGI Tenant/Co-op Member:

We have received your request dated [**date of request**] for a Regional Review of the decision that [**decision under review**]. Your request has been forwarded to the Regional Review Panel with reasons for our decision. We have attached a copy of all the documents that we sent to the Regional Review Panel for you.

**[Option 1 – Regional Review Hearing]**

The Regional Review Panel will contact you shortly to invite you to a Regional Review hearing to review our decision. The Panel will let you know the date, time and location of the Regional Review hearing. This is likely to be [**Wednesday of the second week following the date of this notice**] but may be later.

At the hearing, you will be able to explain to the Panel why you disagree with the decision. We will also be at the Regional Review hearing to explain our decision.

**[Option 2 – Expedited Review without Hearing]**

The Regional Review Panel will conduct the review based on the information in the attached package and notify you of their decision within the next two weeks. If there is additional information that you want considered, please contact the Regional Review Panel at 905-668-7711, ext. 2475.

If you have any questions, please call me at [**phone number**].

Sincerely,

**[Housing Provider Contact]**