A logo with a house and a letter

Description automatically generated

of Tennessee

Today’s Date

To whom it may concern:

Member Full Name (DOB Month Day, Year) is a current member at Oxford House (house name), (house address), (city, state zip). This member was accepted into the house on (Move In Date) and is required to pay $100 for a non-refundable move in fee and $150 per week.

Members are required to follow all of the rules and regulations of the house, including paying program fees on time, doing weekly chores, and holding a house officer position. He is also required to attend 12 step meetings 3-5 times per week while maintaining employment.

*Oxford Houses are self-run, self-supporting addiction recovery homes for individuals who have stopped using alcohol and/or drugs, as well as all mood/mind-altering substances. Oxford Houses provide housing and rehabilitative support for those seeking a second chance in life while maintaining our behavioral based model and zero-tolerance policy for relapse.*

*The first Oxford House opened in 1975 and has since grown to over 4100 homes world-wide with 150+ homes here in Tennessee. Oxford Houses are gender specific homes for men, women, and custodial parents. By providing safe, structured, and supportive environments Oxford House helps to create an atmosphere of growth, responsibility, and self-efficacy.*

If you have any questions, you can contact me.

Thank You,

(Secretary Name)

House Secretary

Oxford House (House Name)

(XXX) XXX-XXXX

(house name)@oxfordhouse.us