

Sample Letter: Documentation of unsheltered homelessness by a service provider who has not physically observed the individual's living location/conditions. This example would document unsheltered homelessness for the months of March 2016 and May 2016.

AGENCY LETTERHEAD

Food at First
1234 Main Street
Philadelphia, PA 19111

October 15, 2016

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. I am the Program Director at Food at First, a soup kitchen housed in First United Church, open for lunch 7 days a week. Mr. Doe visited our soup kitchen for dinner on the nights of 3/16/2016 and 5/3/2016. At both visits, he had brought all of his belongings with him and stated that he was staying in Somerset Park located at 1256 Main Street. I believe to the best of my knowledge based on professional judgment that Mr. Doe was literally homeless on both occasions. Mr. Doe learned about Food at First from other individuals experiencing homelessness who also reside in the local park and are routinely served by our soup kitchen.

Please contact me at (555) 555-5555 with any questions.

Sincerely,
(INSERT SIGNATURE)

Jane Doe
Program Director

Sample Letter: Documentation of unsheltered homelessness by a community member/neighborhood resident. This example would document unsheltered homelessness for the months of July 2016 through October 2016.

October 15, 2016

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. I am a resident living at the corner of 42nd and Main Street. Almost every weekday morning from mid-July 2016 to present, I have observed Mr. Doe sleeping on a bench at Somerset Park near First United Church on my way to work.

Please contact me at (555) 555-5555 with any questions.

Sincerely,
(INSERT SIGNATURE)

Jane Doe
4231 Somerset Blvd.
Philadelphia, PA 19111

Sample Letter: This sample letter would be used in instances when a community member is unwilling to provide written documentation. This example would document unsheltered homelessness for the months of July 2016 through October 2016.

AGENCY LETTERHEAD

Hope Rising
9876 Main Street
Philadelphia, PA 19111

October 15, 2016

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. I am a Case Manager at Hope Rising, and I spoke to Jane Smith on October 15, 2016 regarding John Doe. Ms. Smith resides at 4106 Main Street, a block away from Somerset Park. Ms. Smith reported observing Mr. Doe sleeping at the park most nights from mid-July 2016 to the present. I believe to the best of my knowledge based on professional judgment that the information provided by Ms. Smith is reliable and Mr. Doe was literally homeless during this period.

Sincerely,
(INSERT SIGNATURE)

Jane Doe
Case Manager