

Sample HEAP Letter to the City

Agency Letterhead

Date

(City Manager/City Contact)
City of (fill in blank)
City Address

RE: LETTER OF SUPPORT

Dear (City Manager/City Contact):

Our agency, (Name of Agency), anticipates submitting an application for funding under the State of California Homeless Emergency Aid Program (HEAP). HEAP is designed to provide direct assistance to cities, counties and Continuums of Care (CoCs) to address the homeless crisis throughout California.

We are seeking the City's support of our proposed project to provide the following services in the City of (fill in blank) through the HEAP funding: (provider to define services). We will provide the City with any changes to the proposed project as they occur.

We believe our services will be beneficial to individuals in need of housing services within the City. Attached is a sample letter indicating the City's support of our proposed project. We look forward to hearing from you. Our HEAP application is due October 26, 2018.

Please contact (Name and contact information) if you have any questions or need additional information.

Respectfully,

(Name and Title)

Attachment: DRAFT HEAP City Support Letter