

Urgent Temporary Shelter Arrangement

Subject: Emergency Accommodation Secured

Dear [Recipient Name],

Following your emergency housing request, we have arranged temporary accommodation effective immediately.

Emergency Reference: [Reference Number]

Location: [Address]

Duration: [Period] (renewable based on circumstances)

Contact Person: [Name and Phone]

Key Collection: [Instructions]

This accommodation provides:

- Furnished living space
- Utilities included
- Basic household supplies
- Access to support services

Please bring this letter and any identification you have available. Our case worker [Name] will contact you within 24 hours to discuss next steps and longer-term solutions.

Additional support services are available - please don't hesitate to ask for assistance.

Immediate contact for urgent needs: [24/7 Number]

Take care,

[Social Services Coordinator]

[Agency Name]

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