Formal Housing Referral Template

Subject: Resident Referral for Housing Services

To Whom It May Concern:

This letter serves as a formal referral for [Resident Name], who currently resides at [Current Address]. Due to [specific circumstances], I am recommending this individual for [type of housing assistance/services].

The resident has demonstrated [positive qualities/circumstances] and would benefit from [specific services]. Their current housing situation requires attention due to [detailed explanation of need].

Supporting documentation includes [list attachments]. The resident meets the eligibility criteria for [specific program/assistance] based on [qualifying factors].

I strongly recommend your consideration of this referral and am available for any additional information you may require.

Respectfully,

[Your Name]

[Title/Position]

[Organization]

[Contact Information]

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