**[Agency Staff Name]**

 **[Staff Title]**

 **[Agency Name]**

 **[Agency Address]**

**[Date]**

To Whom It May Concern:

This letter is to confirm that **[Participant Name]**, Date of Birth **[Insert DOB]**, is a client of **[Agency Name]**, a 501(c)(3) organization providing **[program description]** in **[City or County]**. **[Participant Name]** has been utilizing our services since **[Insert Date]** and is “homeless” as defined by the U.S. Department of Housing and Urban Development (HUD).

**[Participant Name]** has permission to use **[Shelter Address]** as their permanent address for the purpose of registering to vote.

Should you have any questions about our programs and services, please feel free to contact me at **[Insert Contact Information]**.

With great appreciation,

**[Agency Staff Name]**

**[Staff Title]**