

Date

Company

Address

City, State Zip

Dear Manager/ Owner,

My name is \_\_\_\_\_ and I am part of the Balance of State Continuum of Care (BoS CoC)- a group of not-for-profit agencies, government agencies, government entities and faith-based organizations. Our group is committed to eliminating homelessness and improving housing issues in \_\_\_\_\_ County through the implementation of a comprehensive continuum of care.

Part of our planning process is the conduction of a homeless count in \_\_\_\_\_ County on July 15, 2008. Our volunteers will be conducting part of our survey on or near your locale. Due to your general location, our sub-committee members or volunteer counters felt that homeless individuals or families might be staying near you. We wanted to inform you that on July 15<sup>th</sup>, our volunteers would be completing this count from approximately \_\_\_\_\_ to \_\_\_\_\_.

We will make every attempt not to intrude upon the business in your establishment during this count. If you have any questions or concerns about our volunteers completing the count in your location, please feel free to contact me at \_\_\_\_\_. Thank you for your time and support of this effort.

Respectfully,