

Sample Template

((Name))
((Title))
((Organization))
((Address))

Krystle Morrison
Homeless Children's Education Fund
2020 Smallman Street
Pittsburgh, PA 15222

((Date))

Dear Emergency Education Fund Coordinator,

I am writing to recommend ((name of applicant)) for the Education Emergency Fund. I certify that ((name of applicant)) is currently experiencing homelessness, which is defined as lacking a fixed, regular, and adequate night-time residence, and includes living in a shelter, car, motel, doubled-up situation, or places not meant for human habitation. Receiving the Emergency Education Fund would enable ((name of applicant)) to overcome barriers to accessing or completing ((educational, extracurricular, or career-related activity)). ((Please describe how receiving the funding would be valuable to the student, or include any other relevant information.))

((Signature))
((Title))
((Organization))