EXAMPLE VERIFICATION LETTER

Your Agency Logo/Letterhead

*If you have it, but not required. Helpful to root referral in the agency.

Date This Letter is Written, including year.

Your Name (name of letter writer), and **Title** (include position within organization). This does not need to be an officially formed group (e.g. 501c3), as many informal teams regularly engage in street outreach - but be as clear as you can, as far as who is writing the letter, and what expertise you have to do so. Effectively how any why are you engaged in homeless services, and able to verify someone's status.
It is also helpful to provide your contact information if there are any questions or need for follow-up.

To Whom it may concern,
Regarding: Name of Client

(In the body of the letter make sure to:)

- Specifically Mention the Name of the Client, you can include their street name, but try to list their given First & Last name (e.g. Jane Doe, in addition to DoeADeer).
- List the the specific dates, including month and year - as close as you can get, that you engaged with the client, and the ways in which you engaged. For verification to count, you have to have physically seen where the person was staying. (Through the course of my regular and direct outreach into homeless encampments, Jane Doe was seen nearby to where they identified sleeping on 03/05, 04/07, 05/02, and 06/18 of 2026. It is clear that this is where Jane has been staying, nested in the woods behind a major shopping complex.) *You do not need to include any specific information regarding precise location or address. If you feel this would be helpful context, you can add it, but it is not required.*
- Explain how you know the client, and how you feel it is appropriate for, and can refer them to case management and various housing programs as appropriate through CHAMP. This can include information on your agency, or individual community member/case manager expertise. (I have come across Jane at various encampments over the last few years as I have conducted volunteer street outreach, most recently during a stretch from March-June, where I saw her every month. Jane has been living outside, has suffered multiple boughts of pneumonia, and should be considered for prioritization into a housing project as quickly as possible.)
- If there is anything strange, out of the ordinary course of business, or that should otherwise be considered, that should also be noted in the letter. (Jane Doe has been admitted to the ER for multiple 1-2 night stays during the time I have been conducting outreach with her).

Best,

Add your Name,
Signature, and
Date Signed