|  | INSERT AGENCY LOGO  Street Address, City, ST ZIP Code  Telephone  Email |
| --- | --- |

Hello there,

My name is **(Insert Name)** and I am the **(Insert title)** at **(Insert Name of your agency).** I am contacting you because I am the coordinator for the annual Point-in-time count for **(Insert county name/names).** The Point-in-time count is an annual count, which aims to identify the number of individuals experiencing homelessness in an area. The count illustrates the demographic characteristics of those experiencing homelessness and provides a very important opportunity for community members to work together in conducting outreach.

The data collected informs policy decisions, drives advocacy efforts, and can help secure funding for homeless services. It is very important for our community as a whole to understand the scope of the homelessness crisis and to identify potential gaps in services so that we can work together to make homelessness rare, brief, and one-time in (**insert county name)**.

I am contacting you because part of planning this count is involving anyone who interacts with our unhoused neighbors, to help us identify survey sites on the day of the count. Additionally, we are looking for count volunteers to assist us in the months leading up to the count as well as on the day of.

I am wondering if we could set up a time to discuss the PIT count logistics to determine what we can do to gain your support and participation in the count this year. Below is my contact information. I look forward to speaking with you.

Warm regards,

**(INSERT NAME)**