|  | 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 service providers to work together in conducting outreach.

This information collected informs policy decisions, drives advocacy efforts, and can help secure funding. 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.

I am contacting you because we have identified your agency as a potential count location. The PIT count requires that we survey everyone experiencing unsheltered homelessness (living without shelter) as well as those residing in Emergency Shelter, Transitional Housing, or Hotels/Motels paid for with vouchers.

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

Warm regards,

**(INSERT NAME)**