

Current Date: [Insert Date]

To: [Name of Agency/Support Service]

Address: [Agency Address]

Attn: [Contact Person Name or Department]

Subject: Referral for Resident Relocation Support Services

Dear [Contact Name],

I am writing to formally refer the following resident(s) for relocation support services:

- **Resident Name(s):** [Insert Name]
- **Current Address:** [Insert Address]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]

The resident is required to relocate due to [Reason: e.g., building renovations, lease expiration, property redevelopment, or financial hardship]. The anticipated move-out date is [Insert Date].

We are requesting your assistance in providing the following support for this resident:

- Housing search assistance and listings
- Application process guidance
- Financial counseling or security deposit assistance
- Moving logistics and coordination
- [Additional Service Needed]

The resident has consented to this referral and is expecting a representative from your organization to contact them. Please find attached any relevant documentation regarding their current housing status.

Thank you for your time and for the vital services you provide to our community. Please confirm receipt of this referral and let us know if any further information is required.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Phone Number]

[Your Email Address]