



Today's Date

To whom it may concern,

My name is (case manager's name) and I am currently working with (client's name) as their (case manager's title) with (organization/program name). The HMIS enrollment data confirms that the client was homeless from (date to date) and from (date to date). A third-party homeless verification from (community member) stated that client has been receiving (services provided by community member) since (date services began).

After reviewing the client's enrollments on HMIS, gathering third-party verification from various providers, speaking with the client regarding their history of homelessness, and speaking with previous and current service providers/community members, it is in my professional opinion that this client does meet the definition of literal homelessness since (reported start date of this episode of homelessness).

Thank you,

Case Worker Name

Title

Organization

Email address

Phone number