[ORGANIZATION LETTERHEAD]

 [DATE]

County of Riverside Continuum of Care

c/o Department of Public Social Services, CoC-CORE Region

PO BOX 51720

Riverside, CA 92517-9801

RE: Appointment of Representative(s) to the County of Riverside Continuum of Care

Dear County of Riverside Continuum of Care:

The purpose of this letter is to formally appoint [NAME OF PERSON] as [ORGANIZATION'S NAME] primary representative to the County of Riverside Continuum of Care (CoC), effective immediately. As you know, [ORGANIZATION] is committed to supporting the effort to ending homelessness in our area, and we look forward to working with you and other homeless and housing advocates.

I would also like to appoint [NAME OF PERSON] to serve as a secondary representative if [NAME OF PRIMARY REPRESENTATIVE] is unable to participate.

Should you need any additional information or have any questions, you may contact me at [PHONE NUMBER] or at [EMAIL ADDRESS].

Sincerely,

 [NAME OF EXECUTIVE DIRECTOR/AGENCY HEAD]

 [TITLE]