

Letterhead Header and Logo

1/18/2024

RE: Verification of General Assistance

To Whom It May Concern,

This letter serves as confirmation that the Town of Sanford has provided General Assistance to John Doe from 11/7/2023 to present, in the way of temporary, emergency housing at the Motel 8 in South Portland as John Doe is currently homeless.

Reservations and motel payments will continue to be paid through 2/3/2024

Please do not hesitate to contact me should you have any questions.

Sincerely,



Janet Simpson
GA Coordinator
Town of Sanford
207-123-4567, ext 111

5432 Any Street West
Townsville, State 54321 USA
(543) 543-5432 (800) 543-5432
(543) 543-5433 fax
www.yourwebsitehere.com

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Somewhere Case Management, LLC
154 Congress Ave
Portland, ME 04104

Date: 12/2/2023

Re: Verification for Jane Doe DOB 12/1/1978

I am a Case Manager at Somewhere Case Management in Portland, and I am writing to provide documentation that my client, Jane Doe, is homeless and has been living in a motel paid for by The Church of Help since 11/1/2023.

I have attached a letter from the church with a receipt.

Thank you in advance for all of your assistance. If you have any questions, or need further information, please give me a call at 207-123-4567, ext 111.

Respectfully,

A blue ink handwritten signature, appearing to be 'Marsha Brady', written in a cursive style.

Marsha Brady