

[Your Name]
[Your Title/Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Referral for Vulnerability Support

I hope this letter finds you well. I am writing to refer [Name of the Individual/Family], who is currently experiencing vulnerability due to [briefly describe the situation or circumstances].

[Provide a brief overview of the individual's needs and the reasons for the referral, highlighting any specific issues they are facing such as homelessness, mental health concerns, etc.].

I believe that your organization is well-equipped to provide the necessary support and resources to assist [Name] in their current situation. I am confident that your team will be able to offer the help they require.

Attached to this letter, you will find [any relevant documents or information, if applicable]. Please feel free to reach out to me if you need further information or assistance regarding this referral.

Thank you for your attention to this matter, and for the support you provide to those in need.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]
[Email Address]
[Phone Number]