

ATTACHMENT B

SAMPLE COVER LETTER TO COMMUNITY ORGANIZATIONS

Date

Address

Dear **[Agency Head]**:

[Program name], is a private nonprofit 501(c)(3) corporation that provides free civil legal assistance to low-income people in **[DESCRIBE PROGRAM SERVICE AREA]**.

[Program name] has a plan to provide legal services to people who have legal problems resulting from the storm. We have enclosed some flyers for disaster victims and ask that you make them available to visitors at your workplace. These flyers provide information regarding **[LIST SUBJECT MATTERS]**. We also ask that you refer to us anyone with whom your agency has had contact who may need legal help. Contact information for our program is listed in the enclosed flyers.

In addition, if you are aware of particular disaster-related needs of low-income people that are not being met, please contact **[INSERT NAME AND EXTENSION OF CONTACT PERSON]** in our office as soon as possible. Thank you for helping us provide free legal assistance to low-income people in **[Program service area]**.

Sincerely,

Executive Director