LETTERHEAD

Jennifer Prins, CoC Coordinator

River Valleys Continuum of Care

P.O. Box 144

Zumbrota, MN 55992 VIA ELECTRONIC MAIL

Re: Commitment to provide employment/training services at PROJECT NAME

Dear Ms. Prins:

On behalf of WORKFORCE/EMPLOYMENT PROVIDER NAME, I am pleased to offer this letter of commitment to provide employment and training services to eligible participants at NAME OF PROJECT. Our agency provides TYPE OF SERVICE within the River Valleys Continuum of Care (CoC MN-502) region and particularly in SERVICE AREA. Partnering with a housing program to ensure that people are able to meet their goals of securing employment and increasing income to support themselves and their families. It also advance our agency mission of MISSION.

For the NAME OF PROJECT, WORKFORCE/EMPLOYMENT PROVIDER NAME will provide access to LIST SERVICES for all program participants who qualify and choose those services. Describe how participants will access the program (on site, transportation support, etc.)

Based on current or approved rates for these services, we estimate the value of these services to be $AMOUNT per year ($AMOUNT over three years). This estimate assumes NUMBER participants will receive HOURS of SERVICE TYPE at $RATE/hour each year. Funding for these services comes from SOURCE. Add more here if more than one service type will be provided.

If you have any questions regarding this commitment, please contact NAME at EMAIL.

Sincerely,