

[Organization Letterhead]

[Date]

Colorado Homeless Contribution Income Tax Credit Program
Office of Homeless Initiatives
Colorado Department of Local Affairs

To Whom It May Concern:

As **[position on Board of Directors]** on the Board of Directors for **[Organization Name]**, I am writing to express our full support for [Organization Name]'s participation in the Colorado Homeless Contribution Income Tax Credit Program.

[Organization] is a nonprofit in **[county]** that exists to... **(include a brief description of the population the community that is served, summary of organization's mission/goals, etc.)**.

Participating in the Homeless Contribution Income Tax Credit will allow our organization to (expand/create) **[Project Activity or Capital Campaign Name]** that will address the needs of our community members through **(description of services/plans for Project Activity or Capital Campaign)**. Our organization is prepared to abide by responsible accounting practices to ensure HCTC contributions are attributed to the correct project activities.

Thank you for your consideration. Please contact **[number/email of Board Member]** should you have any questions or need additional information.

Sincerely,

[Signature]

[Name of Board Member]

[Board Member Position]

[Organization Name]