

**COVER LETTER
FOR SHELTER ASSISTANCE APPLICATION**

[LCHF Letterhead]

[Date]

Dear [Name of Agency]:

Lennar Charitable Housing Foundation (LCHF) is a 501(c)(3) nonprofit organization. Our mission is to provide support for housing related programs which serve the needy in locations where the participating builders do business. To accomplish this, LCHF identifies effective nonprofit operators of housing related programs and provides them support to expand or enhance the effectiveness of their programs.

To qualify for assistance as a LCHF project or program, [Name of Agency] you must complete the attached application and have a program based within an LCHF region and must have:

1. A mission to assist those with housing related needs: those who can and want to be rehabilitated and or become independent, but need assistance to accomplish that goal.
2. Strong community and political support;
3. A good track record of enabling clients to attain a stable lifestyle and obtain long-term independent housing;
4. Operational funding in place to support client programs;
5. Capital funds available or the capability to raise the necessary funding to ensure completion of the project (as applicable).

These are minimum requirements. Others might apply in specific situations.

Your organization must complete and return the attached Request for Assistance Application (the “Application”), which will be reviewed by our LCHF Board of Directors.

If your shelter is approved as an LCHF project/program, LCHF will fund to assist [Name of Agency] through the local division of the Lennar Family of Builders in your region.

Sincerely,

[Name]
Lennar [Division]
LCHF Liaison