

ATTACHMENT D

[Date]

[Staff Name]

[Staff Title]

[Center Name]

[Center Address]

[City, State Zip]

RE: Letter of Agreement between [center name] and [partner]

Dear Mr. [center contact],

[Partner contact] is pleased to partner with the [center name] to provide services that will offer your residents and center staff the following resources:

- [List resources in bulleted form – see sample LOA below]

All partnership activities will be scheduled and agreed upon by the [partner name] representative and the center director. The center director will support the partnership by providing the meeting space, administrative assistance, and outreach to attract interested residents at [property name], the location of the [center name]. The period of performance for this agreement will be [insert time frame], beginning [date] and ending [date].

If you have any questions, please feel free to contact me at [partner contact number]. I look forward to assisting your residents in furthering their – [resource activity] opportunities.

Sincerely,

[Partner Name]

[Partner Title]

[Partner Organization Name]

[Partner Address]

[City, State Zip]