**SAMPLE COVER LETTER** (one-page limit)

**FY 2024 Tribal HUD VASH Grant Renewal Application**

Date

HUD Office of Public and Indian Housing

Tribal HUD-Veterans Affairs Supportive Housing (Tribal HUD-VASH)

tribalHUDVASH@hud.gov

RE: Tribal HUD-VASH Renewal Grant Application

Dear Sir Or Madam:

Attached please find the **(insert name of TDHE/Department/Tribe)** Tribal HUD-VASH renewal grant application. The point of contact is:

Contact Name:

Mailing Address:

Telephone Number:

Email Address:

Tribal Resolution: The Tribal Resolution authorizing the **(insert name of TDHE/ Department/ Tribe)** Tribal HUD-VASH program **is/is not (please select applicable response)** applicable.

**Please Note: If the original tribal resolution is no longer applicable then the recipient must attach an updated resolution to the application and note in the cover letter that it is attached.**

We have attached the following documentation in support of our Tribal HUD-VASH renewal application:

* Program Update and Overview
* Anticipated unit utilization
* Leasing Performance Report (LPR) for the period of April 1, 2023 through March 31, 2024
* Federal Financial Report (SF-425)

Please note that (**insert name of TDHE/ Department/ Tribe**) Indian Housing Plan (IHP) and Annual Performance Report (APR) have been updated annually and includes information for the Tribal HUD-VASH program.

The **(insert name of TDHE/ Department/ Tribe)** SAM registration is current through **(insert date).**

If you have any questions regarding the Tribal HUD-VASH renewal application, please contact our office as indicated above.

Sincerely

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Authorized Signature (must be signed by the person authorized to submit the renewal package on behalf of the TDHE/Department/Tribe***)