

# AGENCY LETTERHEAD: SAMPLE LETTER OF ADVOCACY

June 1<sup>st</sup> 2014

Maricopa County Regional Homeless Court  
125 W. Washington St.  
Phoenix, AZ 85003  
Fax: 602.372.8522  
Email: [homelesscourt@superiorcourt.maricopa.gov](mailto:homelesscourt@superiorcourt.maricopa.gov)

**Subject: John Smith**

Dear Homeless Court Judge,

**Agency:** It is agency's pleasure to write on behalf of John Smith. The goal of agency is that every person or family who enrolls in our transitional housing program departs with independence. We go beyond meeting the basic needs by providing structure, accountability, and the opportunity to learn and heal in a safe, therapeutic, long-term environment.

**Background:** John has been homeless 2-3 times in the past as a direct result of his substance abuse history. This is the first time he has reached out for help. He is proud to have over 4 months clean and sober.

**Program Participation:** John is currently a resident at shelter where he is following his case plan and is compliant with shelter requirements. He entered the program on January 1<sup>st</sup> and transitioned to level two on March 15th. John was hired at \_\_\_\_\_ on February 3<sup>rd</sup> and is now working 30 hours per week. He has completed level one of our program and is almost completed with his paperwork to transition into permanent housing.

John's case plan at agency, requirements:

- Attend daily 12 step meetings (for 30 days)
- Attend weekly GED Prep classes
- Create a resume (attend resume writing)
- Attend parenting classes (weekly for 12 weeks)
- Meet with case manager weekly (for 90 days)
- Write letters to family (repair relationships)
- Obtain birth certificate and Social Security card
- Maintain employment at \_\_\_\_\_

**Community Restitution Hours Completed:**

Shelter Chores:	84 hours	GED / Vocational Training:	65 hours
Case Manager Meetings:	20 hours	Legal Assistance:	5 hours (including 2 hours for Homeless Court)
Anger Management Classes:	20 hours	12 Step Meetings:	84 hours
Job Searching:	20 hours	Group Counseling:	20 hours

**Total: 318 hours**

**Consideration requested because:** John hopes to obtain his commercial driver's license once his legal barriers are cleared up. John recently stated *"Thanks to the opportunities at agency, I have been given the tools to change my life and have received the support and guidance to get me on the right track. I'm grateful for the chance to heal and learn and would have never imagined the optimism I now feel. I can't wait to see what the future holds"*. John would also like to become a sponsor and host AA meetings after his departure from our program.

Please see attached certificates and please accept our referral on John's behalf.

Sincerely,

case manager signature  
name and title