Dear Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

As promised, here is what we would love to have from the \_\_\_\_\_\_\_\_\_\_ Police Department related to the Registry Week:

1. From now until (Insert Date), help in identifying locations in (insert location) where people experiencing homelessness sleep.
2. Commitment to not “sweep” those locations prior to the registry week.
3. Assignment of a team of police officers to support the effort the week of (insert dates of RW).  I know your resources are tight so here are two possible options:
   1. Officers in plain clothes who are part of the interview teams, or even team leaders.  This would require attending training (insert training dates); and working (insert dates of surveying) during which time they look for and interview people living on the streets.
   2. On-duty officers who do not participate in the interviews, but who circulate the areas where interviewers will be to ensure safety.
   3. We’re open to any other ideas!
4. Your attendance at the Community Debrief the afternoon of (insert date of debrief).  It will be held at (insert location of debrief).  If you have constraints (say, you could make it, but only from 2 – 2:30), please let me know.
5. Listing of (insert locality) Police Department as a sponsor, in consideration of the time the department will be devoting to the project and to show support.  I’m attaching a flyer – it would be considered an in-kind sponsorship.

Given that there will be media related to this event, it would be an excellent opportunity to showcase how the (insert locality) Police Department assigns officers to work with us on homeless-related issues.

If you have any questions, please let me know.  It would probably be helpful to both of us to have a contact at the Police Department, perhaps (insert name of potential contact)?

Please let me know if you have any questions.

Best regards,