

2019 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

SAMPLE ORGANIZATION LETTER FOR COMMUNITY INTEREST STAKEHOLDERS

This letter must include the following to be valid:

1. The organization's letterhead;
2. Date;
3. Name of Stakeholder;
4. Relationship of the stakeholder to your establishment (e.g., member, student, volunteer, employee, etc.);
5. Duration of the stakeholder's participation in the organization;
6. Contact information of the person writing the letter (if it does not appear in the letterhead);
7. Local address of the organization (if it does not appear in the letterhead);
8. Statement that the organization considers the stakeholder to be a substantial and ongoing participant in your organization; and
9. The organization representative's original signature, full printed name, and title.

Sample Text:

Date

City of Los Angeles
Office of the City Clerk
555 Ramirez St. Space 300

To Whom It May Concern:

[Stakeholder name] has been a member/student/participant/volunteer/employee of **[organization name]** from **[date]** to the present. We consider her/him to be a substantial and ongoing participant in our organization's activities. We are located at **[state your establishment's local address.]**

Sincerely,
[Signature]
Full name
Title