

(SUGGESTED LETTER TO ELICIT COMMUNITY HOUSING RESOURCE BOARD  
REPRESENTATION)

(Field Office Letterhead)

Date

Name

Address

City, State          Zip Code

Dear

The (name of local housing industry group) has adopted an Affirmative Marketing Agreement with the Department of Housing and Urban Development. We now have the responsibility to organize a Community Housing Resource Board consisting of representatives of community organizations that have a substantial interest in housing and equal opportunity to assist the (industry group) with problems that may arise in connection with their implementation of the Agreement, and to monitor the progress of that Agreement.

As a representative of the Department of Housing and Urban Development charged with the responsibility of organizing the Community Housing Resource Board, we would welcome the designation of a representative from your organization to serve on the Resource Board. This is a worthwhile activity in service to the Community and we look forward to hearing from you.

Sincerely,

Attachment - Copy of the Agreement