

Please copy and paste the content and information below onto your organization's official letterhead.

(Referring Agency Letterhead)

To Whom It May Concern
NVRC Financial Assistance Program

The bearer of this letter is a client of this organization and has indicated a desire to participate in community recreation and culture activities, but are living on low income and do not have the finances available to pay for opportunities. I have read the *NVRC Financial Assistance Program* FAQ and application form, and in my position with a registered non-profit or government funded agency supporting this individual, I am able to verify that they are living in the City or District of North Vancouver and that their financial status prevents them from being able to participate in activities offered by NVRC.

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant Email: _____

Name of person providing referral

Signature

Title / Role

Date

Dear, Applicant

Please submit this referral letter to your application forms and drop them off at any of our recreation community centers. Once your forms have been received and reviewed, an NVRC staff person will contact you to discuss recreation and culture opportunities that best match your needs and interests, and to review the program in more detail, including what might be available for you.