June 15, 2020

Dear Neighbor,

My name is Veronica Williams, and I am a Program Manager with Family Promise of Greater Indianapolis. We are a housing program that helps families with children find a permanent home.

I am writing to you because you are living near one of the units at Carriage House East that we are renting for families this year. We will be placing one family at a time in the unit at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until they can find a home of their own with our support. We expect each family to stay in the unit for 30 to 90 days, and then another family will move in temporarily for the same length of time, and so on.

Please do not be alarmed if you see a new family in the unit every month or two. We encourage you to greet them and introduce yourself as you would any other neighbor. Help them feel at home, as they might even find a permanent home at another unit in the Carriage House East community.

Though we do not expect problems, if you ever have concerns or questions about the unit or the family residing there, please do not hesitate to contact me at 317-261-1562 (Monday through Friday, 8:30 a.m. to 5:00 p.m.), or email me any time at [veronica@fpgi.org](mailto:veronica@fpgi.org).

You can also contact a staff person with Glick Company at the property management office…

Thank you in advance for being a warm and welcoming neighbor!

Sincerely,

Veronica Williams

Program Manager, Interfaith Hospitality Network