

DISCHARGE PLANNING TOOL KIT

Introduction E-mail

Hello [Community Partner]-

Your organization has been identified as one of many that provides a vital service in our community for so many individuals. We are hoping we can partner with your organization to ensure that individuals that are ending their time in your service have all the supports they need prior to their discharge. This includes a stable living situation. I'm _____ from _____ (organization) and we work with individuals to _____. Additionally, we are part of a larger statewide coalition that is working to ensure individuals that receive services at locations like yours have a plan upon discharge for stable housing or at a minimum are discharged with a plan for how to get into a shelter or temporary living supports.

Conversations like these are occurring in several communities across state organizations like ours along with making plans and even signing MOU's to help support this process and we would love the opportunity to start this conversation with your organization as well. Is there a time when we could meet to further discuss this?

I look forward to hearing from you!

Warm regards,