



FUNDING PROVIDED BY  
**PATHWAY TO  
POTENTIAL**



## LETTER OF ENDORSEMENT

In the pursuit of fairness and equity, Pathway to Potential and its partners offer an opportunity for subsidy applicants to submit a Letter of Endorsement. The Letter of Endorsement is a formal communication document for professionals to show support for a client(s) to receive a P2P subsidy.

The Letter of Endorsement may be used in the circumstance that the applicant is unable to provide the required supporting documentation for their P2P application (i.e., income documentation, proof of residency). Additionally, the Letter of Endorsement may be used if an applicant is facing recent changes to their circumstances that do not reflect their submitted documentation.

Alternatively, the Letter of Endorsement may be used by an organization to endorse their client(s) eligibility and need for the P2P subsidy. The organization may be a social service agency, educational institution or any other organization approved by the P2P Service Provider. In the instance that a Letter of Endorsement is endorsing multiple clients, application forms must also be completed for each client listed within the Letter of Endorsement.

The Letter of Endorsement should:

- Be drafted on professional letterhead;
- Include contact information from the referring agency, including email and phone number;
- Include the client(s) full name(s);
- Outline the benefits that the subsidy would provide for your client (e.g., increased access to higher education, employment opportunities, medical services, etc.);
- Indicate the barriers that prevent your client from applying to the program (e.g., lack of income documentation).

A sample Letter of Endorsement is included on page 2.

### **Application Process:**

The P2P applicant must attach the Letter of Endorsement with their application. The Letter of Endorsement must be signed by the service professional to be considered with the P2P application. Once submitted to the appropriate Transit or Recreation department, staff will review the application and provide the individual/family with an application status. If staff may require additional information related to the Letter of Endorsement, they may contact the service professional. Any applicant information shared will only be for the purpose of administering the P2P program. The collection of information is in accordance with the Municipal Freedom of Information & Protection of Privacy Act (MFIPPA).

[Include professional letterhead for your organization]

[Organization Name]

[Street Address]

[City, Province]

[Postal Code]

Today's Date

RE: Pathway to Potential Letter of Endorsement

Dear Service,

Short introduction paragraph – Brief description on your role with the organization and relationship with the family/applicant (i.e. how long they've known each other, capacity they've worked together).

Provide information about the client being referred, including name(s) of all applicants and/or names of all members in the household. Include reason for giving the endorsement (i.e., impact on their live(s), challenges applicant is facing, etc.).

Provide a statement that the client is recommended by you for the program.

Sincerely,

[Signature]

[Your name]

[Your title]

[Contact information: email and/or phone]