**Sample Letter of Experience**

**Note:** The yellow highlighted sections indicate places where the applicant or victim service provider partner should fill in the applicable information. This letter must describe the applicant or partner’s history of effective direct services work concerning domestic violence, dating violence, sexual assault or stalking. If the applicant is a Tribe, state/territory, or unit of local government, this letter must be completed by the victim service provider that will provide direct services to victims, if the proposed project is funded.

Date

Director

Office on Violence Against Women

145 N Street, NE, Suite 10W.

Washington, DC, 20530

Dear Director [Insert Name]:

This letter serves to demonstrate the Applicant’s history of effective work providing direct services to survivors of domestic violence, sexual assault, stalking, and dating violence.

1. Describe how serving victims of domestic violence, dating violence, sexual assault, or stalking is the primary purpose of the organization.
2. Describe the organization’s history of providing direct services to victims of domestic violence, dating violence, sexual assault, or stalking.
3. State the number of years (must be at least three) the organization has provided direct services to victims of domestic violence, dating violence, sexual assault, or stalking.
4. List and describe the direct services that the organization provides to victims of domestic violence, dating violence, sexual assault, or stalking.
5. Describe the expertise key staff assigned to the proposed project have providing direct services to victims and the training they have received.

[For applicants proposing to create new services to address the housing needs of victims of sexual assault under the priority area:]

1. Identify a partner that has a history of effective work with victims of sexual assault.
2. Describe the partner’s history, including the number of years, of providing services specifically to victims of sexual assault.

[For applicants proposing to expand existing services for victims of sexual assault to address the housing needs of victims of non-intimate partner sexual assault:]

1. Describe the organization’s history, including the number of years, of providing services specifically to victims of sexual assault.

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Victim Service Provider: Title/Organization Date