

To: (Agency's Name):		
From: (Client's Name):		
Client's Address:		
Client's Phone Number:		
Number of People in Household by age:		
Age 60+: Age 18 – 59:	Age birth – 17:	Total:
This letter is to certify that if I am not able to conflicts to obtain the food, I give permission to Sign-In sheet in my absence:		
Proxy Name:		
Proxy Complete Address:		
Proxy Name:		
Proxy Complete Address:		
Proxy Name:		
Proxy Complete Address:		i e
If you have any questions or concerns regarding you may contact me at the phone number listed. Sincerely,		
(Signature of Client)		
Date:		