*SAMPLE ATTESTATION LETTER*

(Submit on Agency Letterhead)

(*Date)*

City of Philadelphia: Child Care Facilities Fund

Public Health Management Corporation

Attn: Brandi Carpenter

LM 500, Lower Mezzanine, West Tower

1500 Market Street

Philadelphia, PA 19102

By this letter, I, *(Board Chair/Owner)*, am attesting that it is *(Agency Name)*’s intention to continue to provide high quality childcare services at *(Site Name)*, (*Site Address)*, for the foreseeable future. I understand that this is one of the requirements of the City of Philadelphia: Child Care Facility Fund and that there may be consequences associated with deliberately misrepresenting the agency’s intentions.

Sincerely,

*Signature* (Board Chair/Owner)

*Printed Name* (Board Chair/Owner)

*Agency Name* (Board Chair/Owner)

*Agency Address*

*Agency Phone Number*