January 2026

MEALS ONLY

SAMPLE

Type on plain white paper

MEMORANDUM FOR: TLA FOR MEALS ONLY

TO: HOUSING SERVICES OFFICE

SSG Doe, John, his wife Jane, and daughter Mary, age 7 and son Timmy, age 8 have been residing with me at 123 Apple St, Wahiawa HI 96786 the nights of _____ to_____ 20___ (left my home on _____).

"signature"

Name of Person you have been living with

Their Phone Number