



AmeriCorps

Insert Date

To Whom It May Concern:

Insert Member Name is an AmeriCorps member with the **Insert Program Name** AmeriCorps Program serving as a full-time **Insert Member Role and Site Description**. His/Her service began on **Insert Service Start Date** and will end on **Insert Service End Date**

As an AmeriCorps member, Jennifer receives a living allowance. As explained in the 2009 AmeriCorps provisions, "the living allowance is designed to help members meet the necessary living expense incurred while participating in the AmeriCorps Program." Programs do not pay a living allowance on an hourly basis. It is not a wage and does not fluctuate based on the number of hours members serve in a given time period. Jennifer's monthly stipend is **Insert Monthly Stipend Amount** per month before taxes.

I hope this information is helpful to you. If you need further assistance, feel free to contact me at **Insert Phone Number**.

Sincerely,

Insert Name

AmeriCorps Director