

Letter of Intent to Apply for Research Funding

[Your Name]
[Your Title]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Funding Agency/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to apply for research funding through the [Funding Program/Announcement Name] as announced on [Announcement Date]. My research, titled "[Research Title]," aims to [briefly describe the intent and objectives of the research].

Our team believes that the outcomes of this research will significantly contribute to [mention the potential impact of your research]. We are fully committed to adhering to the guidelines set forth in the announcement and are prepared to submit a comprehensive proposal by the deadline.

Thank you for considering our intent to apply. We look forward to the opportunity to submit our proposal and contribute to the objectives of [Funding Program/Announcement Name].

Sincerely,

[Your Name]
[Your Title]
[Your Institution]