

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Agency Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for funding for special needs services through [Insert Program/Agency Name]. My child, [Child's Name], has been diagnosed with [specific condition/disability], and we are seeking assistance to ensure they receive the necessary support and services tailored to their needs.

We believe that with the right resources, [Child's Name] can thrive and develop important skills that will contribute to their future success. Specific services we are interested in include [list specific services needed].

I look forward to discussing this further and submitting a formal application for funding. Thank you for considering our request for assistance.

Sincerely,

[Your Name]