

# Letter of Intent to Apply for Funding

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for funding through [Name of the funding program or grant]. Our organization, [Your Organization], is dedicated to [briefly describe the mission and objectives of your organization]. We believe that the funding opportunity provided by [Name of Funding Program] aligns perfectly with our goals.

The proposed project, [Title of the Project], aims to [briefly outline the project objectives and its impact]. We plan to implement this initiative with the support of [briefly mention any partnerships or collaborations].

Our anticipated timeline for the project is [insert timeline], and we estimate the total funding required to be [insert estimated amount]. We are enthusiastic about the potential impact of our project and are committed to providing detailed information in our formal application.

Thank you for considering our intent to apply for this funding opportunity. We look forward to the possibility of working together to achieve positive outcomes through this initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]