

Sample Letter of Intent

Your Organization Letterhead

Date

Linda Schumacher
Randolph Health Community Foundation
364 White Oak Street
Asheboro, NC 27203

Dear Mrs. Schumacher:

The (Your Organization) seeks a grant of (range of dollars needed) from the Randolph Health Community Foundation for support of our (special project). We think this project is very much aligned with the Foundation's goals in (choose one of the Foundation's focus areas: nutrition, physical fitness or substance abuse).

We anticipate our project impacting (number of people) people in our community and take approximately (timeframe) months to complete.

Thank you for your consideration. We will be glad to submit a full proposal with additional information for your further review.

Sincerely,

(Sign)

Name

Title

Contact Information