

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the [specific program or grant name] through the Florida Wildlife Commission (FWC). My background in [briefly state your qualifications or experience related to wildlife conservation] has equipped me with the knowledge and skills that align with the goals of your organization.

The focus of my application will be [briefly describe the project or initiative you intend to propose]. This project aims to [state the objectives and significance of the project]. I believe that this initiative will contribute to [mention how it aligns with FWC's mission or specific goals].

I plan to submit a comprehensive proposal by [indicate the deadline for the proposal], but wanted to formally notify you of my intent at this stage. I appreciate the opportunity to work with FWC and contribute to our shared commitment to wildlife conservation.

Thank you for considering my application. I look forward to your guidance throughout this process.

Sincerely,
[Your Name]