

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department of Health and Human Services]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Application Intent for [Specify Program/Grant Name]
I am writing to express my intent to apply for the [Specify Program/Grant Name] offered by the Department of Health and Human Services.
[Provide a brief introduction about yourself or your organization, including relevant experience and qualifications.]
In alignment with the goals of the [Specify Program/Grant Name], my [project/organization] aims to [briefly outline the objectives and how they resonate with the grant's purpose].
I look forward to submitting a comprehensive application and hope to contribute positively to [describe the anticipated impact or outcome].
Thank you for considering my intent to apply. Please let me know if you require any further information.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization, if applicable]