

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Subject: Notice of Intent

Dear [Recipient's Name],

I am writing to formally notify you of my intent to [describe the action or project, e.g., initiate a new project, apply for funding, etc.]. This letter serves as a preliminary notice to ensure that all relevant parties are informed and can provide any necessary input.

[Provide a brief overview of the project or action, including the objectives, timeline, and any pertinent details.]

I would appreciate your acknowledgment of this notice and any guidance you may have as we move forward. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Organization, if applicable]