

[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],

Subject: Letter of Intent for LFA

I am writing to express my intent to submit a proposal for the [Project/Program Name] under the LFA (Local Financing Agreement). After careful consideration and preparation, I am excited about the potential collaboration between [Your Organization Name] and [Recipient's Organization Name].

The primary goal of this project is to [briefly describe the goals of the project]. We believe that our combined efforts can lead to [mention expected outcomes or benefits].

[Your Organization Name] has a proven track record in [mention your organization's experience, expertise, or achievements relevant to the proposal]. We are committed to making this initiative a success and aligning our objectives with those of [Recipient's Organization Name].

We anticipate that the funding support will enhance our capacity to [mention how the funding will be utilized and its significance].

Please find enclosed [any relevant documents, if applicable], which provide further information regarding our organization and the proposed project. We look forward to the opportunity to discuss this proposal in more detail.

Thank you for considering our intent to collaborate on this important initiative.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]