

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Notice of Intent (NWI) to Submit Proposal

I hope this message finds you well. I am writing to formally notify you of our intent to submit a proposal for [specific project or opportunity] as outlined in [reference any relevant documents or announcements, e.g., RFP number or title].

Our team at [Your Company/Organization] is excited about the opportunity to contribute to [briefly describe the project or its objectives]. We believe our expertise in [mention relevant skills or experiences] aligns well with the requirements of this project.

We plan to submit our proposal by the deadline of [insert deadline date].

If you require any additional information or documentation prior to our submission, please do not hesitate to reach out.

Thank you for considering our proposal. We look forward to the opportunity to collaborate with you on this initiative.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]
[Signature (if sending a hard copy)]