

[Your Name]
[Your Title]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Virginia Department of Transportation]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for [VDOT Project Name/Description]

I am writing to express my intent to participate in the [VDOT Project Name/Description] as outlined in your recent request for proposals. Our team at [Your Company/Organization] is excited about the opportunity to contribute to this project and believes that our expertise aligns well with the goals outlined by VDOT.

With [number] years of experience in [relevant field/industry], we have successfully completed projects similar to this one, including [mention any relevant projects or accomplishments]. We are committed to delivering high-quality results and ensuring adherence to the timelines and budgetary expectations set forth by VDOT.

We are currently in the process of assembling a proposal that meets all the requirements specified in the project scope. We anticipate submitting our detailed proposal by [submission date].

Please let us know if there are any additional steps we should take at this stage or if you require further information regarding our capabilities.

Thank you for considering our intent to be involved in this important project. We look forward to the opportunity to work with the Virginia Department of Transportation.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]