

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Subject: Letter of Intent for KTN Number Application

Dear [Recipient's Name],

I am writing to express our intention to apply for a Knowledge Transfer Network (KTN) number for our organization, [Your Organization's Name]. We believe that obtaining this number will significantly enhance our ability to [briefly state the purpose and benefits of the KTN number].

[Insert a paragraph detailing your organization's mission, objectives, and how the KTN number aligns with your goals.]

We request your support and guidance throughout this process and look forward to collaborating with [Recipient's Organization] to advance our initiatives.

Thank you for considering our letter of intent.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]