

Acme NGO

ACME NGO
123 University Blvd. | 88003
575-555-1234

Month Day, 202?
SCBGP Evaluation Committee
NMDA, Marketing & Development Division
P.O. Box 30005

Las Cruces, New Mexico 88003

Dear SCBGP Evaluation Committee Members:

Please accept this LETTER OF INTENT as a formal indication of Acme NGO's intent to collaborate with Applicant Co. on their (Year) Specialty Crop Block Grant Program project titled "Abcde Fghi." Our goal is to (Elaborate on the project goal/purpose and objectives here). You may mention who the intended beneficiaries are, or anything else you want to mention about the potential impact that the project may have. An indication of the timeline may be useful, as well as confirming the length of your commitment.)

(Use this paragraph to briefly explain why you or your organization was asked to be part of the workplan for this project. Please state what makes you qualified to carry out this work and be specific about your intentions here.)

Within your closing statement, list the names and contact information for the individuals that are dedicated to this work as well as the roles that they will play. If any of the positions are currently vacant, please make note of this and include an approximate date as to when this vacancy will be filled. These will be the individuals that the committee can call on if they have any questions when evaluating the proposal.

Warm regards,

Nora Smith (Be sure to include an electronic or hand signature above this line.)

ACME CO., FOUNDER AND CEO