

***Does your agency want to implement the Project Lifesaver Program in your community?***

Any agency interested in implementing the Project Lifesaver program must submit a Letter of Intent to Project Lifesaver International. A sample letter is provided below for your convenience.

***NOTE:*** *The Letter of Intent must be signed and submitted on Official Departmental Letterhead. Any submissions not meeting these criteria will not be accepted, and your agency will not be able to begin the implementation process until another Letter of Intent is submitted in proper form.*

Options to submit your LOI:

**1. Submit via Fax:**

You may fax your LOI to (757) 546-5503 to the “Attn: Trisha Connor”

**2. Submit via Email:**

You may email your LOI to Trisha Connor at [tconnor@projectlifesaver.org](mailto:tconnor@projectlifesaver.org)

**3. Submit via Mail:**

You may send your LOI directly to the Project Lifesaver Training Division at the following address:

Attn: Trisha Connor  
Project Lifesaver International  
815 Battlefield Blvd South  
Chesapeake, VA 23322

After Project Lifesaver International receives your agency’s Letter of Intent, a member of our staff will be in touch to launch the implementation process.

*Should you have any questions regarding this process you may contact Project Lifesaver International via telephone at 877-580-LIFE.*

***Sample Letter of Intent***

*(Date)*

To whom it may concern,

Please accept this letter of intent on behalf of *(Your Agency or Organization's name)* to join Project Lifesaver.

The contact person for our agency will be:

*Name*

*Office Number*

*Cell Number*

*Email Address*

*Fax Number*

The shipping address for our agency is as follows:

*Agency Name*

*Address*

*City, State, Zip*

The billing address for our agency is as follows:

*Agency Name*

*Address*

*City, State, Zip*

Our agency would like to purchase the following equipment:

*(Insert the equipment your agency wishes to purchase, including the quantity of each)*

Our agency is being funded via (special grant, Pilot Club, etc.):

*(Insert your agency's source(s) of funding to implement Project Lifesaver)*

**I understand that this amount does not include the travel expenses of the trainers.**

Sincerely,