

Sample Letter of Intent

Must be on departmental letterhead.

Email to Trisha Connor at tconnor@projectlifesaver.org

(Date)

Please accept this letter of intent on behalf of *(Your Agency or Organization's official name)* to join Project Lifesaver. This letter provides an agreement that all items purchased from Project Lifesaver International will be paid for by us.

The contact person for our agency will be:

Name

Office Number

Cell Number

Email Address

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 (and quantity of each):

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

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

Sincerely,

(Signature)

(Printed name and title)