[**SAMPLE LETTER OF INTENT**](https://londonmedarb.com/examples-of-letters-of-intent/)

**Park Enhancement Grant Program**

**[Date]**

Mr. Tobin Smith

c/o Carol Ann Perovshek

Department of Parks, Recreation and Cultural Resources

2100 Clarendon Boulevard, Suite 414

Arlington, VA 22201

RE: PEG Letter of Intent

Dear Mr. Smith:

I submit this Letter of Intent to notify the Park and Recreation Commission of **[name of your organization]**’s intent to submit a proposal for the FY2007 Park Enhancement Grant Program.

**[Your organization]** proposes to request program funding for **[description of improvement]** within **[park name or location**].

**[Name]** will be our main point of contact for the purposes of the application process and can be reached at:

• **Mailing Address**

• **Phone Number**

• **Email Address**

Thank you for this opportunity to participate in the PEG Program and improvement our community.

Sincerely,

**Your Name**

**Your Title**