# Sample Letter of Intent (LOI)

[DATE]

[Foundation/Company Name]

[Address]

[City, State ZIP]

Dear [Name/Grants Officer],

**Introduction & Mission** (1–2 sentences):

[Your organization] advances [mission] by [core activities] serving [who/where].

**Alignment & Need** (2–3 sentences):

Our work aligns with [funder priority/initiative]. We seek support to address [problem] affecting [population].

**Project Overview** (3–5 sentences):

We propose [project], with objectives to [SMART objectives]. Activities include [key methods].

**Outcomes** will be measured by [evaluation indicators].

**Budget Summary** (1–2 sentences):

Total project cost is $[total], of which we request $[ask]. Additional support includes [match/in-kind].

**Closing** (1–2 sentences):

Thank you for considering this request. We would welcome the opportunity to submit a full proposal or discuss further.

Sincerely,

[Name, Title]

[Organization]

[Email] | [Phone] | [Website]