

SAMPLE LETTER OF INTENT/ INQUIRY
ON LETTERHEAD

<Date>

Dr. D.S. Ratna Devi
Chief Executive
The Chronic Care Foundation
R-39 (GF) South extension Part II
New Delhi 110049

Dear Dr. Ratna Devi,

On behalf of <insert school or consortia/ association/NGO name>, we the undersigned would like to submit this letter of intent to apply for the Chronic Arthritic condition Grant of CCF. As of the present date, the application will propose service to the following _____:

<insert introduction of the purpose of grant >

The following community-based organizations (CBOs) will be included in the planning and implementation of the services provided by the proposed grant project:

<insert each CBO that will collaborate>

In year 1 or as suitable it is estimated that approximately <number of> students/Doctors etc across the entire project will be served.

We, the undersigned recognize that this letter of intent does not bind us to (a) submit an application or (b) submit an application that includes the exact details of institutions/schools or CBOs listed herein. We understand that this letter of intent will be used by the Chronic Care Foundation to communicate with prospective applicants and to adequately prepare for the grant review process.

Sincerely,

<Primary contact name>	<Primary contact name>
<u>(Must be an Authorised signatory representing the organisation or as the case maybe)</u>	
<Title, Organization>	<Title, Organization>
<Phone Number>	<Phone Number>
<E-mail address>	<E-mail address>