*[Letter should be on official office letterhead]*

***[Please email your completed letter to:*** [***Kirby.Lewis-Gill@tn.gov***](mailto:Kirby.Lewis-Gill@tn.gov)***]***

Date

Kirby Lewis-Gill, Site Development Director   
Rural Development   
Tennessee Department of Economic and Community Development  
312 Rosa L. Parks Avenue, 27th Floor  
Nashville, Tennessee 37243

Re: Letter of INTENT TO APPLY

I am writing to inform you of [Applicant]’s intent to apply for a grant for [SITE NAME and ADDRESS] in the *Select Tennessee Site Development Grant Program*. This site is located in [COUNTY NAME].

[The Applicant] recognizes that funding for these grants is limited, that the selection process is competitive, and that application does not guarantee funding. Further, we understand that the sites will be chosen to participate based on a combination of factors, which include, but are not limited to, a strategy that comprehensively addresses product need, solution opportunity and local initiative.

The [APPLICANT] represents that it has the local support needed to undertake the work necessary to successfully complete the requirements of this grant application. Additionally, [APPLICANT] represents that if this application is funded, it has the project management necessary to successfully complete the requirements of this grant.

The [APPLICANT] has designated [PERSON’S NAME/TITLE] to represent its interests during the application process and subsequently manage the proposed scope of work to completion, if awarded. All correspondence and inquiries regarding this site should be addressed to

* + - [Mailing address]
    - [Email address]
    - [Phone number]

The [APPLICANT] understands that applications that are not complete and not submitted prior to the application deadline will not be considered.

Sincerely,

[Name of applicant]

[Contact information for applicant]

Enclosure: Aerial Photo