

SAMPLE LETTER 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 improve our community.

Sincerely,

Your Name
Your Title