

IMPERIAL COMMUNITY COLLEGE DISTRICT

Writing a Letter of Intent

Some funding sources prefer an initial contact before a full proposal is submitted. Usually, this contact is a letter of intent, also called a letter of inquiry or a pre-proposal. This letter allows the funding source to make sure that our project concept is in their area of interest. Starting with a letter can save both time and effort for us as well as them. Letters of intent will be signed by IVC's president. Write the text of the letter and forward it to the Grant Administration Office who will arrange for formatting, signature, and submission.

Follow the funding source's guidelines for format and length. If no guidelines are given, construct the letter as follows:

- ✓ Address the letter to the funding source's listed contact, even if you know someone else at the agency personally.
- ✓ Include a Letter of Inquiry subject line below the salutation.
- ✓ Introduce the project in the first paragraph.
- ✓ Introduce Imperial Valley College. Enclose a brochure and refer to it in the text.
- ✓ Tell what we plan to do. Include short statements of goals, objectives, timeline, and benefits. Be bold and optimistic in stating the needs and how we plan to solve the problem.
- ✓ State the budget amount of the full project and how much we are requesting from them (round off to thousands).
- ✓ Thank them for their time in the last paragraph.

Sample:

[Inside Address]

Dear Mr. Person:

Subject: Letter of Inquiry

Please accept this letter of inquiry regarding our interest in submitting a proposal to develop a project that will focus on [state problem and how we plan to solve it.]

Imperial Valley College is located in California's southernmost county, Imperial County, which borders Arizona and Mexico. More than [10,000] students attend the college annually. [Include specific information about the department or program that will benefit from this project.] A fact sheet about the college is enclosed.

Our project will include [list potential activities.] [Write about Goals, Objectives, Timelines, and Benefits – consider using a bulleted format.]

The total budget for the project will be \$xx,xxx. We are approaching your agency with a request to fully fund the project. [If there are partner organizations, state that we are also seeking monetary and personnel support from others. List any that have already committed money or resources. We may ask this funding source to only partially fund the project].

We believe that this project fits in well with your agency's vision and mission and would like to submit a full proposal. Thank you in advance for your consideration

Sincerely,