

SAMPLE LETTER OF INTENT
Maryland Broadband Infrastructure Grant Program

[Insert Date]

Kenrick Gordon, P.E.
Director, Governor's Office of Rural Broadband
Department of Housing and Community Development
7800 Harkins Road
Lanham, Maryland 20706

[Type the salutation]:

I am providing this Letter of Intent to Submit in order to notify the Governor's Office of Rural Broadband and the Maryland Department of Housing and Community Development of **[name of applicant government, organization, or private provider]**'s intent to submit a proposal for the FY2020 Maryland Broadband Infrastructure Grant Program.

[Name of applicant government, organization, or private provider] intends to submit a grant proposal requesting funding of **[anticipated grant amount to be requested]** for **[summary description of Project to be funded]** within **[proposed Rural Service Area(s)]**.

[Name] will be our main point of contact for the purposes of the grant proposal process, and can be reached at:

- [Mailing Address]
- [Phone Number]
- [Email Address]

[Name of applicant government, organization, or private provider] understands that this Letter of Intent To Submit has been solicited only to gauge interest in the Maryland Broadband Infrastructure Grant Program and that this Letter of Intent to Submit is not binding on the entity represented by the undersigned, the Governor's Office of Rural Broadband, or the Maryland Department of Housing and Community Development.

[Type the closing]

[signature]

[Type the sender's name]

[Type the sender title]