

APPENDIX C: Template Letter of Intent

Dawn Addison
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
1320 Braddock Place, Suite 620
Alexandria, VA 22314
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Dear Grant Officer:

Please accept this letter as evidence of (insert TEFAP State Agency)'s intent to apply for a Round 2 TEFAP Reach and Resiliency Grant award. At this time, we anticipate applying for approximately \$X (insert amount that is less than or equal to your TEFAP State agency's maximum funding amount as outlined in Appendix B of the Request for Applications) in grant project funding, and we (do/do not) intend to indicate interest in additional funds past that amount in our application for funding. The contact information for a primary point of contact is below:

Point of contact name: (Insert)
Phone: (Insert)
E-mail: (Insert)
Address: (Insert)

Sincerely,

(Name)
(Title)
(Organization)