

## SAMPLE LETTER OF INTENT

**[Date]**

Lorna Magnussen  
Golden Sierra Job Training Agency  
1919 Grass Valley Hwy, Suite 100  
Auburn, CA 95603

RE: WIOA Career and/or Youth Services RFP

Dear Mrs. Magnussen:

I submit this Letter of Intent to notify the Golden Sierra Job Training Agency of **[name of your organization]**'s intent to participate in the RFP process for WIOA Career and/or Youth Services.

In addition, [name of your organization] acknowledges acceptance of the RFP evaluation criteria, process and instructions of the RFP

**[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 WIOA Program and workforce development in our community.

Sincerely,

**Your Name**  
**Your Title**