

SAMPLE LETTER OF INTENT

[Date]

Lorna Magnussen
Golden Sierra Job Training Agency
115 Ascot Drive, Suite 100
Roseville, CA 95661

RE: WIOA Career 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 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