**Instructions for Letter of Intent**

Please provide a **Letter of Intent** using the example on the following page. The letter must be typed on your agency’s letterhead. **It is due no later than 4:30 pm on Friday, September 24, 2021** to the following address:

**KYOVA Interstate Planning Commission**

**400 Third Avenue**

**Huntington, WV 25701**

**Or**

**P.O. Box 939**

**Huntington, WV 25712**

**SAMPLE LETTER OF INTENT**

**TO BE TYPED ON YOUR AGENCY’S LETTERHEAD**

Date

Chris Chiles, Executive Director

KYOVA Interstate Planning Commission

400 Third Avenue

Huntington, WV 25701

Dear Director:

The **(NAME OF AGENCY)** is hereby applying for operating assistance under the Section 5310 Program and we plan to **(agencies should describe the use of their project – i.e. Use funding to provide COVID-19 response & relief aid in the form of payroll, fuel costs, or PPE)**

It is my understanding that failure to submit the required documentation, including all necessary sign-off documentation, with my application on or before **October 22, 2021**, will mean that my organization will not be considered for funding. It is understood that KYOVA Interstate Planning Commission will not be responsible for late, lost, or misdirected mail.

All correspondence and questions may be directed to **(NAME OF DESIGNATED CONTACT PERSON).** He/she may be reached at **(AGENCY NAME, ADDRESS, TELEPHONE, FAX NUMBER, AND EMAIL ADDRESS).**

Thank you,