

**SAMPLE LETTER OF INTENT
TO BE TYPED ON YOUR AGENCY'S LETTERHEAD**

Date
General Manager and CEO
Tri-State Transit Authority
PO Box 7965
Huntington, WV 25779

Dear Manager:

The _____ is hereby applying or capital assistance under the Section 5310
(NAME OF AGENCY)

Program to purchase _____
(type of vehicle or communication equipment or both)

and we plan to: **(agencies should state the appropriate choice from the following)**

- **Purchase a Section 5310 vehicle and sell a non-Section 5310 vehicle**
- **Purchase a Section 5310 vehicle and retain a non-Section 5310 vehicle as a spare which expands the agency's fleet**
- **Purchase a Section 5310 vehicle and retain a previously acquired Section 5310 vehicle as a spare which expands the agency's fleet**
- **Purchase a Section 5310 vehicle and sell a previously acquired Section 5310 vehicle**
- **Purchase a Section 5310 vehicle to expand fleet**

It is my understanding that failure to submit a positive Local Intergovernmental Planning Review with the application and all necessary sign-off documentation on or before September 30, 2106, will mean that my organization will not be considered for funding, and it is understood that Tri-State Transit Authority will not be responsible for any late, lost, or misdirected mail.

All correspondence and questions may be directed to

(name of contact person who has been designated to represent the applicant in this matter)

He/she may be reached at _____
(address, telephone, agency name, fax number, and email address)

Thank you,

(Name and Address)

cc: KYOVA Interstate Planning Commission