

SAMPLE LETTER OF INTENT

[This is merely a sample. There is no recommended format for the letter of intent.]

February 16, 2009

Business Plan Competition
c/o Greater Burlington Partnership
610 N 4th St. Ste 200
Burlington, Iowa 52601

Competition Administrator:

I would like to inform you of my intent to compete in the Des Moines County Business Plan Competition. For several years, I have been working on a design to improve widgets. Although I believe that this is a good concept, I have not yet formulated a business plan to manufacture and sell these widgets.

As part of my involvement in the competition, I understand that I must successfully complete the *Writing Your Business Plan* course offered by SCC. I am registered for the course and have received a scholarship from the Des Moines County Extension office to help pay for the registration fees.

I understand that should my business plan be selected, a seed capital grant of up to \$6,000 would certainly help launch my business and create employment for other Des Moines County residents.

My contact information is noted below. Please keep me posted of any further details, and I look forward to submitting my first draft for review this spring.

Best regards,

/s/ Jane Doe

Jane Doe
555 Any Street
City in Des Moines County, Iowa 5555
555-123-4567
jane@janedoe.com