[Your Jurisdiction’s Letterhead]

[Date]

Jesse Mott

Cache County

179 N Main Suite 305

Logan, Utah 84321

Dear COG Executive Committee,

Subject: Letter of Intent – [Project Name]

We, [Your Jurisdiction’s Name], hereby submit this Letter of Intent to express our interest in seeking Local Transportation Funds for the implementation of the [Project Name].

Project Description: [Briefly describe the nature and objectives if your project]

Location: [Specify the project location]

Funding Request: [Amount being requested if known. This is for reference only, and can be different than the final request that is included in the application.]

Sincerely,