

### **Sample: Letter of Intent**

[Your Name]

[Your Title]

[Business Name]

[Business Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

#### **City of North Miami**

Attn: Economic Development Department

776 NE 125th Street

North Miami, FL 33161

**Subject:** Letter of Intent – Economic Development Small Business Grant

Dear Economic Development Director,

I am writing to express my interest in applying for the **Economic Development Small Business Grant** offered by the City of North Miami.

My business, **[Business Name]**, has been operating in North Miami since **[Date]**. We are committed to serving our community and contributing to the local economy through our work.

If awarded, this grant will help us **[detail the proposed project and estimated costs]**, which will strengthen our business and our impact in the area.

Thank you for this opportunity. I look forward to submitting a full application and appreciate your consideration.

Sincerely,

**Business Owner Signature**

**Business Owner Name**