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Letter of Intent Sample 1

ABC Health Care Center, Incorporated (Non-Profit Organization)

[Date]

[Full Name of the Program Officer], [Title/Position]

[Name of the Funding Agency]

[Address of the Funding Agency]

[County/City, State and Zip Code]

Dear Mr. /Ms. [Last Name of the Program Officer]:

I, Nicola Willerson of ABC Health Care Center, Incorporated, am humbly writing this letter to your generous organization to express my sincere intention to submit a full proposal for your review. This is in line with our request for financial assistance for our various community health projects. As founder and president of this 501 (c) (3) non-profit organization, I would like to extend our community services in Benue State, Nigeria.

Nigeria is widely recognized as one of the top oil-producing countries and is considered to have an emerging economy. Behind these accomplishments, however, the country is also known for its depressing healthcare system and high number of individuals diagnosed with human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS). These are the reasons why we chose to focus our charitable efforts in this country.

Established on January 24, 2009, our Florida-based organization has been conducting medical missions in the rural state of Benue in Nigeria. In particular, our team, along with other volunteer doctors and medical professionals, provide free medical consultations and blood pressure and diabetes screenings. At the same time, we are also educating them about basic health care and sanitation.

The extensive prevalence of HIV and AIDS and the continuously increasing mortality rates of Nigerians in this community have prompted us to expand our community services by encouraging the use of condoms, educating youth about sex, HIV, and AIDS, and constructing a permanent medical center. After careful review and analysis of the community's present situation, that the epidemic is caused by high illiteracy, high rates of sexually transmitted infections in susceptible groups, poverty, general indifference to condom use, and lack of concern for possible risks.

It is for these reasons that ABC Health Care Services, Incorporated wishes to promote public awareness about the virus and the disease. Aside from this, we also wish to construct a permanent medical center in one of the villages, wherein we could continue providing free consultations and screenings. In addition, we would also like to conduct seminars and trainings.



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All the above programs require a funding capital of \$105,000.00. This amount would be fully compensated for salaries, insurance, travel, and other operating costs to facilitate the organization's health programs. Additionally, part of the funds would be allocated for the cost of construction of the medical center. In addition, a generator for the medical center, computers and projectors for the seminars, and a delivery van would also be purchased to enable the staff to effectively serve the program beneficiaries.

I, on behalf of **ABC Health Care Services, Incorporated**, am ardently hoping that you would take part in our sincere endeavor of improving the quality of life of people in Benue State, Nigeria. We are giving you the highest guarantee that your generous efforts and charitable kindness would be utilized to execute all our goals and objectives for this project.

If you need additional information or documentations, do not hesitate to contact us at 123-456-7890 or send your messages to nicolawillerson@yahoo.com. We would be truly delighted to provide them to you. Thank you very much in advance for your consideration and generosity. A response from your good office would be highly appreciated.

Expecting the best,

NICOLA WILLERSON
President and Founder
ABC Health Care Services, Incorporated

Note: Real company name and specifics are withheld in compliance with non-disclosure agreement.