Attachment B

# SAMPLE LETTER OF INTENT

**[Date]**

Chad Pettera

Workforce Alliance of South Central Kansas 300 W. Douglas, Ste. 850

Wichita, KS 67202

RE: WIOA Youth Services RFP

Dear Mr. Pettera:

I submit this Letter of Intent to notify the Workforce Alliance of South Central Kansas of **[name of your organization]**’s intent to participate in the RFP process for WIOA Youth Services.

In addition, [name of your organization] acknowledges acceptance of the RFP evaluation criteria, process and instructions of the RFP

**[Name]** will be our main point of contact for the purposes of the application process and can be reached at:

# Mailing Address

* **Phone Number**
* **Email Address**

**[name of your organization]** intends to submit our proposal via **[dropbox, FedEx, UPS, USPS, email]**

Thank you for this opportunity to participate in the WIOA Program and workforce development in our community.

Sincerely,

# Your Name Your Title