

**SAMPLE LETTER OF INTENT**  
**Park Enhancement Grant Program**

**[Date]**

Mr. Tobin Smith  
c/o Carol Ann Perovshek  
Department of Parks, Recreation and Cultural Resources  
2100 Clarendon Boulevard, Suite 414  
Arlington, VA 22201

RE: PEG Letter of Intent

Dear Mr. Smith:

I submit this Letter of Intent to notify the Park and Recreation Commission of **[name of your organization]**'s intent to submit a proposal for the FY2007 Park Enhancement Grant Program.

**[Your organization]** proposes to request program funding for **[description of improvement]** within **[park name or location]**.

**[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**

Thank you for this opportunity to participate in the PEG Program and improve our community.

Sincerely,

**Your Name**  
**Your Title**