# Sample: Letter of Intent

## FY24 Iowa Cancer Plan Implementation Grant Cycle

***When complete, please submit your letter of intent as an attachment or as text within the body of an email message to*** [***orton@canceriowa.org***](mailto:orton@canceriowa.org)***.***

**<Insert date>**

Iowa Cancer Consortium

PO Box 859  
North Liberty, Iowa 52317

Dear Iowa Cancer Consortium Board of Directors,

I wanted to write this letter today to let you know that **<Insert your organization’s name>** intends to submit an application in response to the Iowa Cancer Consortium’s FY24 Iowa Cancer Plan Implementation Grant, Invitation for Proposals.

**<Insert short 3-5 sentence project description and how the project relates to the 2023-2027 Iowa Cancer Plan>**

Sincerely,

**<Insert signature & contact information>**