

[Your Nonprofit's Letterhead]

[Date]

Amy Gorbey, Community Development Manager
Attn: Housing & Community Development Division
City of Cheyenne
2101 O'Neil Ave.

3rd Floor, Rm 310
Cheyenne, WY 82009

Dear Ms. Gorbey,

Re: Letter of Intent to Apply for CDBG Funding

I am writing on behalf of **[Your Nonprofit's Name]** to express our intent to apply for Community Development Block Grant (CDBG) funds for the **[Project Name]** project. Our organization is dedicated to **[briefly describe your nonprofit's mission and history]**.

The **[Project Name]** aims to **[briefly describe the project and its objectives]**. This project will address **[specific community needs or issues]** by **[outline the main activities and goals of the project]**.

The **[Project Name]** meets the HUD National Objective to **[Add the National Objective here. The National Objective will likely benefit low- to moderate-income persons]** and falls under the **[Eligible Activity name-Example Public Service-Health Services]** HUD-eligible activity.

[Your Nonprofit's Name] is applying for **[Insert which grant, Public Service, or General Service you are applying for this year.]** The total budget for the **[Project Name]** is **[total budget amount]**. We request **[amount of CDBG funds requested]** from the CDBG program to support this project.

We believe the **[Project Name]** will significantly benefit our community by **[Briefly reiterate your project's main benefits and impact]**. We look forward to the opportunity to submit a complete application and provide more details.

Thank you for considering our Letter of Intent. Please contact me if you have any questions or need further information.

Sincerely,

[Your Name]

[Title]

[Contact Information]