

Company Name
Company Address
City, State, ZIP

June 30, 2024

Recipient Name/Title
Funding Organization Name
Organization Address
City, State, ZIP

Subject: Letter of Intent for Technology Development Funding

Dear [Recipient Name],

We are writing to formally express our intent to apply for funding support under the [Program Name] offered by [Funding Organization]. Our project, titled “[Project Title],” aims to develop innovative technology that addresses [briefly describe the problem or opportunity your technology addresses].

Our team at [Company Name] consists of [short description of key team members], and we have demonstrated expertise in [relevant field or technology]. We believe that with the support of your program, we will be able to achieve the following objectives:

- [Objective 1 - e.g., Develop a working prototype of the proposed solution]
- [Objective 2 - e.g., Conduct feasibility studies or pilot implementation]
- [Objective 3 - e.g., Validate the technology with industry partners]

We appreciate your consideration of this letter of intent. We look forward to the opportunity to submit a full proposal and to collaborate with [Funding Organization] in advancing this technology.

Please let us know if any further information is required at this stage.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Email Address]
[Phone Number]

Important Notes:

- A Letter of Intent (LOI) is typically non-binding and outlines preliminary project ideas.
- Keep the language clear, concise, and focused on the objectives and impact.
- Include accurate contact information for follow-up.

- Check the funder's guidelines for any specific requirements.
- Submit the LOI before the indicated deadline to be eligible for full proposal submission.