

Sample Letter of Intent

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that [insert applicant name] is registered and current with the System for Award Management (SAM) under DUNS number [insert DUNS number]. [insert applicant name] registered/verified registration on [insert verification date]. The SAM registration for [insert applicant name] will expire on [insert expiration date].

First Time Grants.gov Users ONLY - I understand that in order to submit an application for the FY 2019 [insert grant program name], [insert applicant name] must be registered with [Grants.gov](https://www.grants.gov). I certify that [insert organization name] began the registration process with [Grants.gov](https://www.grants.gov) on [insert registration date].

OR

Repeat Grants.gov Users ONLY – I understand that upon application submission in [Grants.gov](https://www.grants.gov) the AOR will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from [Grants.gov](https://www.grants.gov), all information listed in [Grants.gov](https://www.grants.gov) must be current and active. [insert applicant name] verified that all information listed in [Grants.gov](https://www.grants.gov) (Name and contact information for the AOR, organization address, etc.) is current and active on [insert date].

[Insert organization name] will be submitting a proposal(s) for Purpose Area(s):
[list the purpose area number(s) and title(s) that your organization anticipates submitting an application]
Sincerely,

[Authorized Representative]