

Sample Letter of Intent

From: John Smith
Development Director
Womens Foundation
11 Nonprofit Rd,
New York, NY 10001

February 12, 2023

To: Bob Jones
Head of New York Private Foundation
New York, New York

Dear Mr. Jones,

We are requesting \$10,000 (ten thousand dollars) to expand our Women's Health Center at 11 Nonprofit Road New York, NY 10001. We believe this request fits under your giving area of the New York Community Enhancement Program because we value personal health and wellness as a pillar of community engagement.

Our mission and vision are central to our efforts in yielding funds for this health center. We strive to improve the appearance of our neighborhood, enhance public health and especially women's health, and benefit under-served populations. We believe our mission and goals align with the same of your Foundation.

A new, accessible Women's Health Center is needed in our community for the following reasons:

- it offers free health checkups for under-served families
- it provides educational programming, which helps prevent health problems, such as childhood obesity and gestational diabetes.
- it provides a community center for underprivileged women and children, with a play area and daycare.

With this grant, we intend to build a Women's Health Center with space for daycare and a play area for children. This health center will serve several neighborhoods and many families throughout the day. While supporting families, the health center will employ many community members.

I will follow up on May 15, 2023, to confirm receipt of this letter. I can be reached at womenshealthcenter@gmail.com in case you need to get in touch with me. Thank you so much for your attention.

Sincerely,
John Smith