

Sample: Letter of Intent for North Philadelphia Behavioral Health Outpatient Services RFP

[Date]

Mark O'Dwyer  
Network Development Outpatient Project Manager  
Community Behavioral Health  
801 Market St.  
Philadelphia, PA 19107

Dear Mr. O'Dwyer:

We welcome the opportunity to submit a proposal to provide behavioral health services in North Philadelphia. Given that we currently provide the following services:

- [insert current organizational licenses and programming]

we plan to propose starting the following programs:

- [insert service/s you plan to apply for]

We recognize this is a non-binding letter of intent and are not bound to complete this proposal, but presently intend to do so.

[Name, Title] will be our main point of contact for the purposes of the application process and can be reached at:

- [Mailing Address]
- [Phone Number]
- [Email Address]

**PROVIDER'S SIGNATURE** \_\_\_\_\_

**PRINTED NAME OF SIGNER** \_\_\_\_\_

**TITLE OF SIGNER** \_\_\_\_\_

**DATE** \_\_\_\_\_