Date

Kirby Lewis-Gill, Site Development Director
Rural Development
Tennessee Department of Economic and Community Development
312 Rosa L. Parks Avenue, 27th Floor
Nashville, Tennessee 37243

 Re: property evaluation program Letter of intent to apply

[*NAME OF THE ENTITY APPLYING FOR THE PROGRAM*] has met and reviewed the material explaining the ***Select Tennessee Property Evaluation Program,*** and I am writing to inform you of our interest in the program.

We recognize funding for this program is limited and the selection process is competitive. Further, we understand that counties will be chosen to participate based on a combination of factors which include the local market need for industrial properties, the ability of the county to identify quality properties for evaluation, and the potential opportunity for these properties to foster economic growth locally. We understand that our county is only eligible to participate in this program once every 3 years.

As a community we are prepared to undertake the work necessary and have the local support needed to complete the application process. We have designated [PERSON’S NAME] to lead the day-to-day efforts and complete the work necessary for this program. All correspondence and inquiries regarding our participation should be addressed to:

* [person’s name]
* [Mailing address]
* [Email address]
* [Phone number]

Finally, we recognize that the purpose of this program is to assist counties with the evaluation and improvement of industrial properties for the purpose of economic development and feel this program will benefit our county. Working with the local governments and economic development organizations, we will identify up to 8 properties that will be listed in the application. We understand that these properties should span the county, if possible.

[*If properties have already been identified, please attach a list to your LOI*]*.*

Sincerely,

[Name of ENTITY LEADERship]

[Name of entity]

[Contact information for leadershiP]