



Sample Letter of Intent

Date

ABC Funding Agency
Attention: Resource Developer
123 Corporate Center Drive
Anywhere, Anyplace, 98765

RE: Development of an Adult Residential Facility

Dear Resource Developer,

This is a letter of intent for the development of an Adult Residential Facility. Our facility will be located in Anywhere and will provide specialized services to four (4) adult clients' ages 18 – 59 years old.

Our philosophy is to enhance the quality of life of individuals residing in community settings. This includes independent living skills, personal skills, community integration, and social/recreational activities.

Our program will provide specialized services of a structured program to address skill building and independence through positive behavioral supports. The staffing and programming in the home will be geared toward each client's needs.

The facility will be located at:

123 Corporate Center Drive
Anywhere, Anyplace, 98765

If you have any questions or would like to meet to discuss this future development, please feel free to contact me at anytime at (123) 456-7890

Sincerely,

Sarah Winn
Owner/Administrator

