

[SAMPLE LETTER OF INTENT]

**(COLLABORATING INSTITUTION'S
LETTERHEAD)**

(DATE)

AMS Sub-Committee Port of Pittsburgh
c/o AMSC Fiduciary Agent (Maritime Exchange)
Attn: Mary Ann Bucci
Port of Pittsburgh Commission
425 Sixth Avenue, Suite 2990
Pittsburgh, PA 15219

Dear Sector Port of Pittsburgh AMSC:

This letter has been prepared by **(COLLABORATING INSTITUTION)** to announce our organization's intention to support the grant application under the AMS Sub-Committee Port of Pittsburgh Port Security Grant Program in cooperation with **(NAME OF SPONSOR ORGANIZATION)**.

This letter declares **(COLLABORATING INSTITUTION'S)** intent to collaborate in the project entitled "**(PROJECT TITLE)**", through **(NAME OF SPONSOR ORGANIZATION)**.

The appropriate programmatic and administrative personnel of **(LIST COLLABORATING INSTITUTIONS)** involved in this Port Security Grant Application are aware of federal policies and are prepared to establish the necessary inter-organizational agreement(s) in the form of a Memorandum of Agreement, consistent with DHS/FEMA administrative grant funding policies necessary to meet program requirements in order to access federal funding.

This Letter of Intent (LOI) is executed as of the date of this letter and sets forth the mutual intent and limited agreement of **(COLLABORATING INSTITUTION)** and **(SPONSOR ORGANIZATION)**.

Sincerely,

NAME
TITLE
CONTACT PHONE
CONTACT E-MAIL