

## **Sample Letter of Intent**

[Applicant Letterhead]

[Date]

Director

Office on Violence Against Women

145 N Street NE Suite 10W.121

Washington, DC 20530

Dear Director:

This letter serves to certify that [insert applicant name] is registered and current with the System for Award Management (SAM) under Unique Entity Identifier (UEI) number [insert UEI number]. [insert applicant name] registered/verified registration on [insert verification date]. The SAM registration for [insert applicant name] will expire on [insert expiration date].

**First Time Grants.gov Users ONLY** - I understand that in order to submit an application for the FY 2024 [insert grant program name], [insert applicant name] must be registered with Grants.gov. I certify that [insert organization name] began the registration process with Grants.gov on [insert registration date].

**OR**

**Repeat Grants.gov Users ONLY** – I understand that upon application submission in Grants.gov the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from Grants.gov, all information listed in Grants.gov must be current and active. [insert applicant name] verified that all information listed in Grants.gov (Name and contact information for the AOR, organization address, etc.) is current and active on [insert date].

Sincerely,

[AOR]