

# Template Letter: Intent to Apply

(TO BE PLACED ON APPLICANT LETTERHEAD)

I am writing on behalf of [Your Institution Name] in response to your recent communication regarding the new application process for the Florida Small Business Development Center (SBDC) Network.

We would like to express our sincere appreciation for the opportunity to continue our partnership with the Florida SBDC Network. [Your Institution Name] is fully committed to supporting small businesses across Florida and recognizes the importance of aligning with the network's vision and goals.

As such, we hereby acknowledge our intent to respond to the new application process outlined by the Florida SBDC Network State Office. We understand the significance of this initiative in fostering cultural cohesion and enhancing the effectiveness of the network in serving our communities.

Our institution is committed to actively participating in the required meetings and adhering to procedures to ensure consistency across the network. We believe that by working collaboratively with the Florida SBDC Network State Office, we can make a meaningful impact on the success of small businesses in our region.

We have reviewed the enclosed letter, the Intent for Application Announcement, and all governing documents and authorities outlined in the Intent for Application Announcement. We further understand the 2025 SBDC Notice of Funding Opportunity has not been released. Although, we expect the terms and conditions associated with that opportunity to remain consistent with those in previous years. In the event the terms and conditions are changed, we reserve the right to review the documents before submitting our Application for Funding.

Please consider this letter as our formal acknowledgment of intent to respond to the new application process. We look forward to further discussions and collaborations with the Florida SBDC Network State Office.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_