

# 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 upcoming 2026 application process to host a regional center for the Florida Small Business Development Center (SBDC) Network.

We are grateful 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 2026 application process outlined by the Florida SBDC Network State Office.

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 and other regional centers, we can make a meaningful impact on the success of small businesses in our region.

As part of our process to ensure we are hosting an exceptional SBDC regional center, we will:

- Review our 2024 KPI performance
- Review the 2026 governing documents that support the program available at <https://floridasbdc.org/apply/>.
- Review our original 2025 program application and make any necessary modifications to foster a robust program in our region
- Complete the required abbreviated 2026 program application.

Please consider this letter our formal acknowledgment of our intent to submit a 2026 Application for Funding. We look forward to making a significant difference in our small business communities and working with the Florida SBDC Network State Office and other regional centers to make Florida the best place to start and grow a business.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_