June XX, 2022

SAMPLE LETTER OF INTENT

[On Leader’s Office Letterhead]

June XX, 2022

The Honorable Alan Davidson

Assistant Secretary of Commerce for Communications and Information NTIA Administrator

US Department of Commerce 1401 Constitution Ave., NW Washington, DC 20230

Dear Assistant Secretary Davidson:

On behalf of ABC Tribe, I am declaring our intent to participate in the Digital Equity Planning Program.

The [INSERT DEPARTMENT, AGENCY, OR OFFICE] will serve as the as the recipient of, and administering agent for, any Digital Equity Planning Program award. The following individual will serve as the point of contact for all correspondence:

[INSERT NAME AND EMAIL ADDRESS]

In support of Digital Equity Plan development, here is a brief description of the activities we plan to undertake:

[INSERT A BRIEF DESCRIPTION OF ACTIVITIES THAT THE TRIBE TAKE TO DEVELOP THEIR DIGITAL EQUITY PLAN. SEE NEXT PAGE FOR EXAMPLES.]

Sincerely,

[Signed by the Leader or equivalent official]