

[SAMPLE LETTER OF INTENT]

**(COLLABORATING INSTITUTION'S
LETTERHEAD)**

(DATE)

Area Maritime Security Committee Sector Delaware Bay
c/o AMSC Fiduciary Agent (Maritime Exchange)
240 Cherry Street
Philadelphia, PA 19106

Dear Sector Delaware Bay AMSC:

This letter has been prepared by **(ORGANIZATION/AGENCY NAMES)** to announce our intention to apply for Port Security Grant Program funds in partnership.

This letter declares our intent to collaborate in the project entitled "**(PROJECT TITLE)**," through **(NAME OF APPLICANT ORGANIZATION)**.

The appropriate programmatic and administrative personnel of **(ORGANIZATION/AGENCY NAMES)** 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.

Further, the undersigned certify that that they are authorized by their respective organizations to enter into this partnership.

This Letter of Intent (LOI) is executed as of the date of this letter and sets forth the mutual intent and limited agreement of the undersigned.

Sincerely,

ORG NAME:

ORG NAME:

ORG NAME:

BY: _____
Name
Title

Name
Title

Name
Title