Sample: Letter of Intent for North Philadelphia Behavioral Health Outpatient Services RFP

# [Date]

Mark O’Dwyer

Network Development Outpatient Project Manager Community Behavioral Health

801 Market St.

Philadelphia, PA 19107 Dear Mr. O’Dwyer:

We welcome the opportunity to submit a proposal to provide behavioral health services in North Philadelphia. Given that we currently provide the following services:

# [insert current organizational licenses and programming]

we plan to propose starting the following programs:

# [insert service/s you plan to apply for]

We recognize this is a non-binding letter of intent and are not bound to complete this proposal, but presently intend to do so.

**[Name, Title]** will be our main point of contact for the purposes of the application process and can be reached at:

# [Mailing Address]

* **[Phone Number]**

# [Email Address]

**PROVIDER’S SIGNATURE**

# PRINTED NAME OF SIGNER

**TITLE OF SIGNER**

# DATE