

(Letterhead of the Company)

**LETTER OF INTENT
(TEMPLATE)**

(Date)

ATTY. MARION IVY D. DECENA

Director

Technology Application and Promotion Institute (TAPI)

DOST Complex Gen. Santos Ave.

Bicutan, Taguig City

Dear **Atty. Decena**:

We would like to express our intent to avail of the financial assistance under the DOST-TAPI's **(Name of program)**. Attached herewith are the following documentary requirements:

1. *(List of requirements submitted)*

In the event that our request will be granted, we commit to comply with all the necessary requirements and fulfill our obligations. Further, all the documents submitted in connection to the above-mentioned project are correct, genuine, valid, and not falsified.

We hope for your kind consideration.

Thank you.

Very truly yours,

(Name and Signature of Proponent)

(Position Title)