



Example of a Letter of Intent



[Name of the initiative] is comprised of [PARTNERS] who are interested in ensuring [OBJECTIVE].

AGENCY DESCRIPTION

| | |
|-----------------------|--|
| Name of Organization: | |
| Mailing Address: | |
| Key Contact Person: | |
| Telephone Number: | |
| Fax Number: | |
| E-mail Addresses | |

As a partner, [Name of the organization] commits to the following (chose what applies):

1. Attend meetings
2. Use data
3. Respect the roles of other organizations
4. Promote information resources in the community
5. Promote standards of practice in its organization and its networks
6. Other

Signature

Date