

# Company Letter Head

Date

Help-NM, Inc  
Family Services Division  
Bienvenidos Building Bridges Initiative/Compassion Capital Fund  
Attention: Gracie Gonzalez  
5101 Copper Ne  
Albuquerque, NM 87108

Re: Letter of Intent to apply for a sub-award and training through the Bienvenidos Building Bridges Initiative/Compassion Capital Fund (CCF) Project.

Dear Help-NM,

This letter is written to inform you that (agency name) intends to apply for a sub-award in the amount of \$\_\_\_\_\_. The population we are serving is (include population e.g. disabled, elderly, prisoners or their families, etc.). Our agency has/doesn't have a 501 (c) 3 status and we have been providing services for the last (number of years). We serve \_\_\_\_\_ county.

The areas of capacity building for our organization are (include two) Leadership development, Organizational Development, Program Development, Revenue Enhancement Strategies and/or Community Engagement.

Our last fiscal year's operating budget was \$\_\_\_\_\_ in cash and in-kind contributions.

Contact Name:

E-mail:

Phone Number:

Second Contact person and e-mail address:

Sincerely,

Signature

Title