

SAMPLE LETTER OF INTENT
(to be completed by each partner)

Official Letterhead

Date

Re: Regional Collaborations Programme COVID-19 digital grants

This letter confirms my commitment to participate in the delivery of the project titled XXX under the Regional Collaborations Programme COVID-19 digital grants.

Subject to the project proposal being funded by the Regional Collaborations Programme COVID-19 digital grants, I confirm that I will contribute to the project and relevant activities as indicated in the project proposal. I will also provide my share of the financial contribution and provide organisational resources, as indicated, for the viability and success of the project.

My contribution will include (in terms of high-level tasks and cash/in-kind contribution)

1. A cash contribution of \$0 towards x
2. An in-kind contribution of \$x,xxx towards x
- 3.
- 4.

Sincerely yours,

Delegate signature from authorised representative of research organisation/business