

EXAMPLE LETTER OF INTENT

Official Letterhead

Date

RE: Regional Collaborations Programme

This letter confirms my commitment to participate in this project entitled XXX under the Regional Collaborations Programme. Subject to the project proposal being funded by the Regional Collaborations Programme and subsequent successful grant agreement, I confirm that I will contribute to the planned project 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 project tasks and cash contribution)

- 1.
- 2.
- 3.

Sincerely yours,

Delegate signature from authorised representative of research organisation/business