

Figure 5.1: Sample Letter of Intent

[date]

Chair, Higher Education Regional Council
Chair, Local Workforce Development Board

Dear _____:

Please be advised that _____ [college] intends to apply for a new workforce education program leading to a [certificate/associate of applied science or associate of applied arts degree/advanced technical certificate] in [name of major].

It is our intent to submit an application for program approval to the Coordinating Board staff by [applicable due date; see approval process deadlines]. If the program is approved, it is our intent to implement the program during [semester/year].

If members of the Higher Education Regional Council or the Local Workforce Development Board have questions about our intent to offer this program, please inform me as soon as possible.

Sincerely,

[Name of president]

[Name of college]

