

## 2012 – 2013 SAMPLE LETTER OF INTENT

June 1, 2011

Mrs. Vicki Mace  
Director, Office of School Choice  
2700 Judge Fran Jamieson Way  
Viera, FL 32940-6699

Dear Mrs. Mace:

Please accept this letter of intent to submit a charter school application by 4:00 p.m. on or before August 1, 2011.

The focus/theme of the charter school will be:

(Provide Description)

The student enrollment breakdown by year with appropriate grades and enrollment is as follows:

Year	Grades	Number of Students
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017		

The facility to be used and the location, or current options for a school facility are as follows:

(Provide Location)

(Name) will serve as the charter school contact person. He/she may be contacted at:

(Mailing Address)  
(Telephone Number)

Sincerely,