

Place on your letterhead

Vendor Name
Vendor Address
Vendor SPIN

School/District Name
School Address
School Address

Date:

RE: Letter of Intent for Purchase of E-Rate Related XXXX (gear/and or services) Under Contract NC20C2-XX (type the correct contract number)

XXXXX (your school or district name here) School intends to leverage E-Rate and NCDPI connectivity funding to purchase, contingent upon the issuance of an actual purchase order. Said purchase includes XXXXX (gear, services, etc.) under North Carolina Category 2 Contract #NC20C2-XX (type the correct contract number). The attached quote includes a description of XXX (gear/and or services—choose one or both please) for a total of XXX (Enter the total amount of the quote here).

Purchase of XXX (equipment and/or services-- choose one or both) will support staff and student network and internet access throughout XXX (your school or district name here).

Please respond to this Letter of Intent with a Bulk Upload Item 21 Template and a matching updated quote as soon as possible.

Sincerely,

Please note:

- 1. You should fill in where RED text is. Enter text as appropriate to your purchase(s).**
- 2. You are sending the quote back to the vendor with this Letter of Intent to allow the vendor to know exactly what to put on the Bulk Upload Item 21 Template.**
- 3. Delete these notes before sending!**