**Copy the text below onto a blank document with your letterhead**

**Vendor Name**

**Vendor Address**

**Vendor SPIN**

**School/District Name  
School Address  
School Address**  
  
Date: **Enter Here**

**RE: Letter of Intent for purchase of E-Rate related list equipment and/or services under contract NC25C2-(Enter two digit contract number)**

**Your PSU name here** intends to leverage E-Rate and NCDPI connectivity funding to purchase eligible equipment and/or services, contingent upon the issuance of an actual purchase order. Said purchase includes **list equipment and/or services** under North Carolina Category 2 Contract #NC25C2-**(Enter two digit contract number)**. The attached quote details the intended purchase for a total of **(Enter the total amount of the quote here)**.

This purchase will support internet access throughout **your PSU name here** along with our staff and student network(s).

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

Sincerely,

**Your contact information here  
Including name, title, email, phone**

**Instructions:**

1. **You should fill in where RED text is. Enter text as appropriate to your purchase(s). Make sure to change the text back to black!**
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**!