

# SAMPLE LETTER OF INTENT

## Sample Letter of Intent

Please Submit Letter of Intent VIA Email to: [RESP@USDA.GOV](mailto:RESP@USDA.GOV)

[Date]

Mr. Christopher A. McLean

Assistant Administrator, Electric Program

Rural Utilities Service

1400 Independence Avenue, SW

Stop 1560

Washington, DC 20250-1560

### **RE: Intent to Apply for a Rural Energy Savings Program Loan**

This letter confirms that [Name of the eligible entity] intends to seek a Rural Energy Savings Program loan from the Rural Utilities Service pursuant to the Notice of Solicitation of Applications (NOSA) for Fiscal Year 2021 (FY2021) published in the Federal Register 85 FR 81178 on December 15, 2020. [Name of the eligible entity] hereby represents that it meets all the requirements as specified in the NOSA and herewith submits the mandatory information required to comply with the first step of the loan application process.

[Name of the eligible entity] intends to submit a complete application on or before the due date specified in the Invitation to Proceed for step-2 of the process and commits to diligently collaborate with the RUS General Field Representative to complete the application in a timely manner. [Name of the eligible entity] acknowledges that RUS may not consider our loan application complete (Step-2) if we fail to provide the information requested by RUS in its screening process (Step-1).

### **Applicant's Profile and Point of Contact**

[Name of the eligible entity] is a [legal status of the entity (E.g., Corporation, LLC, Cooperative, etc.)] organized under the laws of [State or jurisdiction], on [date on which the entity was established] with its principal place of business located in [address]. The SAM Managed Identifier (SAMMI) or DUN and Bradstreet (D&B) DUNS number for [eligible entity] is [SAMMI Identifier or DUNS/Bradstreet number] and our tax identification number is [eligible entity's tax ID number]. [Name of the eligible entity] is [a current or will be a new] RUS borrower. [Applicants that once were RUS borrowers please specify the date of the last transaction with RUS].

[Name of the eligible entity] serves [counties or areas served by the eligible entity], with population of [population of the area]<sup>1</sup>. [Name of the eligible entity] has net assets in the amount of [amount of net assets value]. It is hereby affirmed that [Name of the eligible entity] has [specify if eligible entity has ever been in receivership or bankruptcy or is under a workout agreement over the last 10 years]. [Name of the eligible entity] holds operating reserves in the amount of [amount of operating reserves]. A copy of [Name of the eligible entity] balance sheet for the last 3 years is submitted with this letter of intent. [Name of eligible entity] intends to be the legal borrower or intends that the legal borrower will be a wholly owned and controlled subsidiary [specify which].

The point of contact during the application process will be [name of the point of contact], [position at the eligible entity], who has been duly authorized to carry out the necessary actions to complete the RESP loan application. [Name of the point of contact] can be contacted at [address, phone number, and email address]. Additional information about [Name of the eligible entity] is available at [web site address].

#### **Project Description**

[Name of the eligible entity] seeks an RESP loan in the amount of [specify the total loan amount] to carry out a relending program to implement energy efficiency measures to qualified consumers within [identify the eligible entity's service territory, (e.g., County)].

Proceeds from the RESP loan will be used to implement a [describe the nature and scope of the loan program to the qualified consumers<sup>2</sup>]. [Name of the eligible entity] anticipates that the following staff [identify the credentials of each one of the staff members that will be working on the project] will be involved in the implementation of the relending program for energy efficiency.

Lastly, [Name of the eligible entity] commits to immediately notify RUS in writing should we decide to withdraw from consideration for the RESP loan before submitting the complete application.

Sincerely,

[General Manager/ CEO of the eligible entity]

#### **Address/Contact Information**

Enclosures

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<sup>1</sup> The applicant will need to identify its service area by its service area map and identify whether it serves customers in all or part of the population within the town or city and/or county boundaries. Information needs to be provided as to the extent it serves all or part of the population within the town or city and/or county boundaries. The applicant will need to identify/state/list how many meters it serves its customers with, within its service area. If the service area of proposed borrower extends beyond the town or city and/or county boundary, the number of meters within each of the service boundaries needs to be stated/listed.

<sup>2</sup> Project description must not exceed 5 pages. Refer to the NOSA for details.