[LETTERHEAD]

Month, Date, 2022

Tara Lynn Gray

Director

California Office of the Small Business Advocate

1325 J St Suite 1800

Sacramento, CA 95814

Dear Director Gray:

This letter is to express the intent of [APPLICANT NAME] to apply to the California Small Business Technical Assistance Program (TAP). [APPLICANT NAME] will utilize a match agreement from [Funding source]. [APPLICANT NAME] intends to apply for approximately [Amount requested – center budget].

[IF APPLICABLE, FOR GROUP APPLICATIONS]: This is a group application and will include applications from [NUMBER] centers.

Sincerely,

Name

Title

Organization