**2016 All-America City Award**

**Letter of Intent to Apply Template**

This is a sample for your use, but not the required language. Please email this letter by November 4, 2015 to aac@ncl.org to receive a 50% discount on your AAC application fee. Please note that a letter of intent is **not required** to submit an application.

All-America City Awards

National Civic League

6000 East Evans Avenue

Denver, CO 80222

Dear National Civic League staff:

I am writing on behalf of (the neighborhood, town, city, county, tribe, region), in the state of (name) to inform you of our intent to apply for the 2016 All-America City Awards which has a spotlight on ensuring all children are healthy and supported to succeed in school and life.

We believe we are an excellent candidate for the All-America City Award because (please provide a few sentences about how your community engages residents, promotes cross sector collaboration, demonstrates diversity/inclusiveness, and seeks to be innovative).

Our community contact person will be:

Name

Title or role it the community

Contact (email and phone)

We understand the application deadline is March 9, 2016.

Sincerely,

Name, title (if desired), email and phone contact