

**Passaic County Open Space, Farmland, and Historic Preservation Trust Fund
LETTER OF INTENT SAMPLE**

Jessie Summers, PLA, Open Space Coordinator
County of Passaic
401 Grand Street, Room 417
Paterson, NJ 07505

Re: Notice of Intent to Submit an OPEN SPACE ACQUISITION application to the
PASSAIC COUNTY OPEN SPACE, FARMLAND, AND HISTORIC
PRESERVATION TRUST FUND GRANT PROGRAM

Ms. Summers:

I am submitting this letter to notify the Passaic County Open Space, Farmland, and Historic Preservation Advisory Committee of **(municipality or organization)**'s intent to submit an Open Space Acquisition application to the FY2022 *Passaic County Open Space, Farmland, and Historic Preservation* grant program. The property includes **(include geographic description of area)**. **(Summarize the potential acquisition, environmental protection & landscape factors, and conformity with local, county, regional and/or state master plans if applicable)**.

The total estimated cost of the acquisition is \$ **(estimated cost)**, which includes \$ **(estimated grant request amount)** of County Open Space funds and \$ **(estimated local match amount)** in local match. The local match source is **(describe local match package)**.

Sincerely,

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