Date: [insert date]

[Organization Name]

[Address Line 1]

[Adress Line 2]

Subject: Letter of Intent – Workforce Acceleration Initiative (WAI) Cohort 3 Application

To Whom It May Concern,

On behalf of [**Organization Name**], I am writing to formally express our intent to submit an application in response to the CDC Foundation’s Request for Applications (RFA) for the Workforce Acceleration Initiative (WAI) Cohort 3.

Our organization is eager to engage in this opportunity. We anticipate submitting an application that outlines [insert brief 1 to 5 sentence summary of the proposal].

The anticipated application will be submitted by the deadline of **October 17, 2025**, and will reflect our commitment to supporting the objectives of the CDC Foundation and its partners.

Should you have any questions or require additional information, please feel free to contact:

Name: [primary contact name]

Title: [primary contact title]

Email: [primary contact email]

Phone: [primary contact phone]

We appreciate the opportunity to participate in this important initiative and look forward to continued engagement.

Sincerely,

[Signature]

[Name]

[Title – *please note, the signatory should be the leader of the agency, or of the public health division if the jurisdiction’s public health function is nested within a larger organization*]