

# Sample Letter of Intent for Transit Voucher Requests

[Transit Agency Letterhead]

[Date]

[Manufacturer Point of Contact]

[Title]

[Name of Manufacturing Company/Dealership]

[Address]

Dear [Manufacturer Point of Contact],

The [Transit Agency] plans to utilize the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) in conjunction with [Funding Source A] and [Funding Source B, if applicable] to purchase *three (3)* [Bus Make/Model] from [Manufacturing Company/Dealership].

Anticipated HVIP incentive amount per bus = \$000,000

Anticipated total HVIP incentive amount for *three* buses = \$000,000

Contingent on award of funds from [Funding Source A], this Letter of Intent establishes commitment of [Transit Agency] to purchase *three (3)* [Bus Make/Model] with supporting funds from HVIP vouchers. This is a non-binding agreement to finalize a contract with [Manufacturing Company/Dealership] by [Qx 202x] and take delivery of the buses by [Qx 202x] if the aforementioned [Funding Source A] funds are awarded.

[Transit Agency Point of Contact Signature]

[Transit Agency Point of Contact Print Name]

[Transit Agency Point of Contact Title]

[Transit Agency Point of Contact Phone Number]

[Transit Agency Point of Contact Email Address]

***If the bus order is not dependent on award announcements from other funding sources, please state any order contingencies.***