Recipient Details

Address

Address

**Letter of Intent for [Insert the most appropriate field: i.e. Invitation to Policy Consultation; Invitation to becoming an Associated Entity; Invitation to organise an Event/Congress; Invitation to collaborate on a Project]**

Dear [insert recipient or leave generic Madame/Sir]

 [Section 1: Why am I writing. In this Section, please provide an overview of the reasons why you are engaging this stakeholder]

Example of Section 1:

The purpose of this letter is to involve the [Association for the disabled](https://context.reverso.net/traduzione/inglese-italiano/associations%2Bfor%2Bthe%2Bdisabled) in the framework of regional policies for adult education. The policy will provide the deployment of a career path in which participants would improve their skills in catering and crafts sector (in particular jams and cakes).

 [Section 2: In this section please provide the background of your initiative: i.e. motivation for policy intervention, rationale for programme, challenges you want to tackle / opportunities you want to reap, etc.]

Example 1 of Section 2

People with physical and psychosocial disabilities are the focus of the new regional policy for social inclusion. The municipality and the relevant institutions it collaborates with have decided to organise an array of activities in order to achieve an inclusive and social goal. Disabled people will improve their practical skills and consequently gain more useful competencies while entering the labour market.

Such activities are:

* Making of jams
* Making of wooden spatulas used to spread jams
* Making of gift boxes

 [Section 3: what are you requesting / inviting the recipient to do. In this section, please provide details of the type of action/contribution you are requesting your recipients, i.e. provide inputs, define needs, contribute to policy consultation, etc.]

Example of Section 3

With this letter of intent we are asking the [Association for the disabled](https://context.reverso.net/traduzione/inglese-italiano/associations%2Bfor%2Bthe%2Bdisabled) to support our initiative working together to carry out the project. In particular, the association is invited to join planned activities with its associated partners. Disabled people will join the programme’s tasks with materials, tools and teachers supplied by us. During these activities, they will give us inputs and feedbacks about interventions necessary to promote via regional policies. Also, the Association will help in dissemination and promotion of the project and regional policies.

 [Section 4: how the recipients can contribute to your request. In this section please provide clear instructions and reference on how the recipients can contribute (i.e. provide comments, carry out dissemination activities, contribute to awareness campaigns, respond to invitations to events, etc.)]

Example of Section 4

The Association with its associated partners will join the practical activities of jam making and tools like spatulas or gift boxes. Thanks to these activities, the disabled will improve their skills by doing inclusive tasks.

Participants will attend a two-hour course, once a week in Municipality rooms. At the end of each task the Association responsible will collect inputs from participants to put them in the final report and give it to the Municipal in charge of the project. Furthermore, the Association will place flyers about Municipal activities related to inclusion, integration and disability in its premises.

Please do not hesitate to contact our offices for any additional information you may require [insert contact details, preferably email]

Best regards