NOTICE OF INTENT

[Vendor Name]

[Vendor Address]

[City, State ZIP]

[Email Address]

[Phone Number]

[Date]

To: John Kahle, JVWCD
        johnk@jvwcd.gov

Re: Notice of Intent to Participate in CMMS Vendor Demonstration

Dear John Kahle,

On behalf of [Vendor Name], this letter serves as our formal Notice of Intent to participate in a vendor demonstration for the evaluation of our computerized maintenance management software (CMMS).

Sincerely,

[Vendor Representative]