# Sample Notification of Intent to Submit an Application

**[Organization]**

**[Organization Address]**

**[Date]**

Lisa Foehr

Office of Educator Excellence and Certification Services

Rhode Island Department of Education

255 Westminster Street

Providence, RI 02903

Dear Lisa,

I am writing to notify you of **[organization’s]** intent to submit an application to open the following educator preparation programs:

* **[Undergraduate/Master’s/non-degree program]** in **[Certification Area]**
* **[Undergraduate/Master’s/non-degree program]** in **[Certification Area]**

**[Organization]** intends to submit all its program application on **[Date].** At that time, we will provide three printed copies and an electronic copy of submission materials. I understand that the provider may not advertise the program or recruit candidates until it has received formal approval from RIDE.

We look forward to collaborating with you through the program approval process.

Sincerely,

**[Signature]**

**[Name]**

**[Title]**

CC: Lauren Matlach, Sarah Whiting