

Sample Letter of Intent

Date

[Contact Person
XXX First Nation/First Nations Institute
Mailing Address]

Dear [Contact Person]:

Re: Partnership with [XXX College/University/Institute]

The [XXX College/University/Institute] is pleased to partner with the [XXX First Nation/First Nations Institute] to deliver the [XXX program name] in your community from [May 1, 2026 to May 31, 2027].

We intend to work closely with the [XXX First Nation/First Nations-mandated Institute] and you to support the successful training of students. Upon completion of the program, students will receive an [XXX credential name] from [XXX College/University/Institute].

Thank you for this opportunity to develop a partnership and to work together in this much needed area of programming.

Sincerely,

Vice President Academic
[XXX College/University/Institute]