

SAMPLE LETTER OF INTENT

HOA letterhead

[date]

Charlie Waddell, Chairman  
Herndon Community Association Coalition  
P.O. Box 427  
Herndon, VA 20172

Dear [Mr.. Waddell:]

The homeowner's association known as [ name of HOA ], wishes to make known its intent to participate in the Herndon Community Association Coalition (HCAC). We have designated the following individuals to serve as our representative and alternate to the HCAC:

Representative:	Name	Alternate:	Name
	Address		Address
	Address		Address
	Telephone		Telephone
	E-mail		E-mail

Our community is glad to become a member of the HCAC and we look forward to participating in the HCAC.

Sincerely,

[name]  
President,  
[name of HOA]