



ARMC Letters of Intent Best Practices

- The LOI must be concise yet engaging. Use your words smartly. Avoid jargon, adjectives, flowery subjective statements that are not supported by facts. Write a logical, persuasive argument emphasizing how this project can help solve a significant problem or void in the knowledge base.
- May or may not have required content or length.
- Typically, 1-2 pages in length, addressed to the program officer.
- Some agencies have specific lengths and content – Follow these instructions carefully.
- Include the Number and Title of the funding opportunity.
- Include the Title and brief description of the proposed project. Note: once you set the title of your project with the LOI, you generally cannot change it later so choose wisely.
- Common components of LOI are: Summary Statement, Statement of Need, Project Activity, Expected Outcomes, Credentials and Expertise, Budget, Closing Statement, and Signature.