

## **SAMPLE LETTER OF INTENT**

**(Print on Letterhead of your institution)**

Dr. Earle E. Lee  
The Council Of Private Colleges Of America  
41 N. 20th Street #17  
Haines City, Florida 33844-4638

July 23, 2013

Re: CPCA Certification

Dear Dr. Lee and Dr. Moulds:

The purpose of this letter is to express our desire in participating in the Council of Private Colleges of America Certification process. Our Board of Directors voted to become involved in the certification process during a Board meeting that took place on June 1, 2013.

Further, our Board has appointed Dr. Bill Jones, Director of Academic Affairs, to coordinate the accreditation process and to serve as the of information between our institution and CPCA.

(Use your thoughts here) We are confident that this certification process will further our mission in providing high quality education to prepare and equip Christian ministers, professionals, and laypersons, for their religious and professional lives. We look forward to working with you in this process.

Should you have any question or need any information please contact us at any time by telephone 111-222-3333, fax 444-555-6666 or e-mail [adm@GodsCollege.com](mailto:adm@GodsCollege.com). Also, if you wish to contact Dr. Bill Jones directly, you may reach him by telephone at 111-222-3333 or e-mail, at [bjones@GodsCollege.com](mailto:bjones@GodsCollege.com).

Sincerely,

Dr. Peter Grateful, President