**2021 Virginia Telecommunication Initiative**

**SAMPLE VATI APPLICATION NOTICE FORMAT**

[Insert Date]

Tamarah Holmes, Ph.D

Director

Office of Broadband

Department of Housing and Community Development

600 East Main Street, Ste 300

Richmond, VA 23219

Dear Dr. Holmes:

I am providing this VATI Application Notice to notify the Virginia Department of Housing and Community Development of **[insert name of unit of local government] and [private provider (optional)]’s** may submit an application for the FY2021 Virginia Telecommunication Initiative (VATI).

**[Name of unit of local government, organization] and [private provider (optional)]** intends to submit an application for [**summary description of Project to be funded]** within approximately [**proposed Project Area(s)**].

**[Name]** will be our main point of contact for the purposes of the application process, and can be reached at:

**[Mailing Address]**

**[Phone Number]**

**[Email Address]**

**[Name of applicant government, organization and[ private provider (optional)]** understands that this VATI Application Notice is required in order to submit an application for the 2021 the Virginia Telecommunication Initiative and that this notice is not binding on the entity represented by the undersigned, Virginia Department of Housing and Community Development.

[Type the closing]

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[signature]

Type the sender’s name]

[Type the sender’s title]