

Dear: _____

Please accept this letter of intent on behalf of Florida Community College at Jacksonville to issue to your company a purchase order in _____ for _____ per FCCJ Bid _____ specifications. The College will issue a purchase order in the amount of \$_____ for a quantity of _____.

Our end-of-year financial cycle prevents us from issuing a purchase order as this time. We hope that this letter of intent and/or long-standing relationship with your company will be sufficient for you to begin production on this project. If you have any questions or concerns, please do not hesitate to call me at (904) 632-3294.

Sincerely,

Laurence I. Snell, C.P.I.M.
Associate Vice President of
Purchasing and Business Services

cc: