

Sample Letter of Intent

ABC Health Services

1234 5th St. NE
Washington DC 20017
Tel:
Fax:
Email:

January 1, 2012

The State Health Planning and Development Agency
D.C. Department of Health
899 N. Capitol St. N.E. 2nd Floor
Washington, DC 20002

Dear Director,

ABC Health Services, Inc. is submitting this letter of intent to apply for a certificate of need to establish an outpatient mental health facility. The facility will be located at 1234 10th St. SE Washington DC 20001.

The facility will address the unmet mental health needs of patients in an outpatient setting. The services will include: individual and group psychotherapy; cognitive behavior interventions; behavioral therapy; and adjunctive therapy. All services will be provided by qualified licensed professionals. The facility will work closely with the D.C. Department of Mental Health and other health care and social service providers.

The estimated capital expenditure associated with this project is approximately \$345,000. On December 20, 2010 ABC published a notice in the Washington Post informing the public of its plans to establish the services. A copy of the notice is attached.

Mr. John Doe, MD, Director of Health Care Services is authorized to respond to questions regarding the application. He can be reached at 202-555-2006 or by email at John.Doe@Acme.com.

Sincerely,

Jane Doe
Chief Operating Officer