

# **EXAMPLE LETTER OF INTENT**

Letter to be submitted on company letterhead and signed by an Officer or authorized agent for the company

## **Letter of Intent**

Elder Care, Inc.  
111 Main St.  
Anywhere, US 99999

Elder Care, Inc. is an assisted living facility for adults. We intend to use credit information for the purpose of background screening on prospective employees. We estimate our monthly volume to be 50 reports per month. We have facilities in 35 states and therefore we anticipate our access to be on a national level.

Signed  
Mary Smith  
President