

[OFFICIAL LETTERHEAD]

[DATE]

Oklahoma Opioid Abatement Board
c/o Office of the Attorney General
ATTN: Thomas Schneider
313 NE 21st St.
Oklahoma City, OK 73105

Dear Members of the Board:

This letter serves as notification that the [POLITICAL SUBDIVISION] intends to submit an opioid abatement grant award application. The [BOARD OF COUNTY COMMISSIONERS/CITY COUNCIL/CITY COMMISSION/TOWN COUNCIL/BOARD OF EDUCATION/BOARD OF DIRECTORS/BOARD OF TRUSTEES] voted on [DATE] to authorize the undersigned to submit this letter of intent on its behalf.

In support of its letter of intent, the [POLITICAL SUBDIVISION] submits the following information:

1. Contact Information for Designated Representative for [POLITICAL SUBDIVISION].

(This person will be the point of contact for this application and throughout the opioid abatement grant award process.)

[NAME]
[TITLE]
[STREET ADDRESS]
[CITY], OK [ZIP CODE]
[EMAIL ADDRESS]
[PHONE NUMBER]

2. Contact Information for Chief Financial Officer or equivalent position for [POLITICAL SUBDIVISION]

[NAME]
[TITLE]
[STREET ADDRESS]
[CITY], OK [ZIP CODE]
[EMAIL ADDRESS]
[PHONE NUMBER]

3. Population or enrollment for [POLITICAL SUBDIVISION]:

(Please include from where or whom you sourced your population or enrollment number and indicate its currency [e.g., up to date as of MM/DD/YYYY].)

Sincerely,

{signature}

[NAME]

[TITLE or OFFICE]