

EXAMPLE: LETTER OF INTENT

XYZ ACADEMY OF EXCELLENCE
123 Plain Avenue
Somewherein, GA 30333
(123) 456-7890
xyzacademy@school.com

Date

[no later than 6 months prior to date petition is due to the Georgia Department of Education]

Georgia Department of Education
Charter Schools Division
2053 Twin Towers East
205 Jesse Hill Jr. Drive, SE
Atlanta, GA 30334

Local School Board(s)
456 School Street
Anywherein, GA 30333

RE: Letter of intent to open XYZ Academy of Excellence Charter School

In accordance with Georgia State Board of Education Rule 160-4-9-.04, please accept our letter of intent to submit a petition for XYZ Academy of Excellence Charter School in _____ school system(s).

Our vision for XYZ Academy of Excellence is _____.

The mission of XYZ Academy of Excellence is _____.

XYZ Academy of Excellence proposes to open for the ____ - ____ school year, serving grades ____ increasing to grades [if applicable] in ____ number of years.

We look forward to working with you towards the completion of our petition and the successful start of our school year.

Sincerely,

(name, title)