

<Date>

<Full Name of IGBO President>, President of IGBO

<Full Name(s) of Chair(s) of BPS Committee>, Chair(s) Bid Process and Support Committee

Dear <First Names of Above>,

On behalf of the <your city>'s Bid Committee, we are submitting this Letter of Intent to host IGBO Annual <insert year>. We are excited to begin this process and work with the Bid Process and Support Committee and the IGBO Board.

In Unity, Fellowship, and Communication,

<Your Name>

<Role in your Committee>

<Contact information>

<Others if necessary>