

<COMPANY LOGO>
<COMPANY NAME>
<COMPANY ADDRESS>

LETTER OF INTENT (LOI) TEMPLATE FOR RE CONTRACT APPLICATION

Director
Renewable Energy Management Bureau
Department of Energy

Subject: Letter of Intent to Apply for (***Insert Type of RE Resource***)

Dear Director __:

We wish to express our intent to apply for an RE Contract for the development of (***Specify RE resource type***) project with an estimated potential capacity of (***Insert Estimated Capacity in MW, if applicable***).

Our proposed project site is located in (***Insert Town, Province***) with an area of approximately (***Insert Area in sq.m/sq.km***) specifically defined as follows:

(Please see Annex M of this Circular on the format of technical descriptions required for Area Clearance)

Furthermore, we hereby state our intent to (***avail the Certificate of Authority / directly apply for an RE Contract***) as stipulated in the Department Circular No. DC2024-06-0018.

Enclosed is the notarized Letter of Authority (for individual) or Board Resolution (for corporation) (if applicable) for reference.

Thank you.

Very truly yours,

Signature over Printed Name
Applicant or Authorized Representative

Address:
Email address:
Facsimile No.
Mobile No: