

<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*).

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 Amendment to Department Circular DC2019-10-0013.

*(FOR RE OPERATING CONTRACT ONLY)*

*As part of our commitment to this project and in accordance with the requirements for the Transmission Development Plan (TDP), to be submitted during the RE Operating Contract Application, we provide the following preliminary project details:*

<i>Project Name</i>	
<i>Land Area</i>	
<i>Project Location</i>	
<i>Target Point of Connection and Distance Nearest to Transmission Line</i>	
<i>Target Testing and Commissioning date</i>	
<i>Target Commercial Operation date</i>	
<i>Potential Off-Taker</i>	

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: