



Guía para la Elaboración de una Letter of Intention

The Letter of Intent is the formal document that a local authority has to express its interest in joining a potential foreign partner.

The document should indicate which are the topics of interest, clearly stating what is important dependent of an international societal perspective.

It is highly recommended that this communication be accompanied by the state or municipal profile, detailing the main characteristics, strengths and priorities.



The figure is only an example. It is recommended to create personalized text, in a matter that is authentic, expressing the intentions and motivations for each specific case.

Translation of criteria mentioned in figure example above, starting from top right going to bottom right:

1. Indicates Date
2. Sharing the interest in linking and the possibilities of cooperation
3. Including the Municipality Profile and the projects of collaboration
4. The firm communication from the Council/Council President/City Administrator
5. Including signature, with contact information such as phone number, email, website, etc.