

EXAMPLE: LETTER OF INTENT

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

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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. XYZ Academy of Excellence is projecting an enrollment of (#) of student and proposes to add (#) of students per year.

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

Sincerely,

(name, title)