

**From:** Emily Ball <eball@ashevillenc.gov>  
**Sent:** 8/9/2021 8:50:32 AM  
**To:** Sally Stein <sallyash.smith@gmail.com>  
**Cc:** sue polston <tw33ty21@gmail.com>, Jacqui Derreberry <jderreberry@sunriseinasheville.org>  
**Subject:** Re: LOI for RFP for Shelter

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Hi Sally,

There isn't a requested format for the LOI - just narrative that speaks to your organization's interest and capability.

Thanks!

Emily Ball  
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On Mon, Aug 9, 2021 at 9:43 AM Sally Stein <[sallyash.smith@gmail.com](mailto:sallyash.smith@gmail.com)> wrote:

Hi Emily-  
Sue is on vacation but she sent us the information about the RFP for the shelter that is officially out now. We understand that an LOI must be written by Aug 16th. Is there a specific format we should use for the LOI? I couldn't seem to find that.

Many thanks  
sally stein