**SAMPLE NOTICE OF INTENT TO INITIATE A PPV**

Garrison Letterhead

IMRC-MW Date

MEMORANDUM THRU Director, IMCOM Region, address

FOR US. Army Installation Management Command, G9 Family and MWR Programs, 2455 Reynolds Road, JBSA Ft. Sam Houston, TX 78234

SUBJECT; Notice of Intent to Initiate a nature of project, e.g., car wash, pet kennel, or other Public Private Venture (PPV)

1. Request your support to initiate a public-private partnership to pursue a nature of project at garrison x.

2. Describe the project and current demand for this business on garrison.

3. In support of this request, I have included the preliminary business feasibility study and site evaluation worksheet.

4. The POC for this project is name, title, Tel. (999) 999-9999 or e-mail [John.Doe.naf@mail.mil](mailto:John.Doe.naf@mail.mil).

2 Encls Name of Garrison Commander

1. Feasibility Study Colonel

2. Site Evaluation Worksheet Garrison Commander