

This is a *sample* letter of intent. Anything in quotes should be included in your letter verbatim. Anything in caps should be read as guidance for completing your letter of intent.

COMPANY LETTERHEAD

THIS LETTER OF INTENT MUST BE TYPED ON YOUR FILM COMPANY'S LETTERHEAD.
THERE ARE NO EXCEPTIONS.

“Ms. Rebecca Seale
Film Liaison
NYC Department of Citywide Administrative Services
One Centre Street, 17 South
New York, NY 10007

Dear Ms. Seale:”

THIS LETTER SERVES AS A DETAILED LETTER OF INTENT REGARDING YOUR FILM COMPANY'S USAGE OF A FACILITY OWNED BY THE DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (DCAS).

PROVIDE A BRIEF OVERVIEW OF THE PRODUCTION (ACTORS, DIRECTOR, ETC.).

PLEASE BE AS EXPLICIT AS POSSIBLE ABOUT EACH SCENE INCLUDING A DETAILED SCHEDULE OF USE, BY DATE AND BY FACILITY (FLOOR AND ROOM NUMBER, OR EXTERIOR, IF APPROPRIATE) INCLUDING PREPPING, SHOOTING, AND WRAP.

DESCRIBE EACH EVENT IN DETAIL, INCLUDING ANY UNIQUE OR NOTEWORTHY CONSTRUCTION, PROPS, WEIGHT OF EQUIPMENT, PROTECTIVE FLOOR/ROOF COVERINGS, ETC.

IDENTIFY THE NAME AND PHONE NUMBER OF ALL FACILITY TENANTS WHO HAVE GRANTED THEIR APPROVAL FOR FILMING IN THEIR SPACES.

STATE WHETHER OR NOT YOU WILL BE USING SMOKE.

BASED UPON THE DESCRIPTION ABOVE AND ANY ADDITIONAL MEETINGS AND CONVERSATIONS WITH THIS AGENCY, YOU WILL BE NOTIFIED WHETHER A DCAS ELECTRICIAN IS REQUIRED.

YOUR LETTER OF INTENT SHOULD INCLUDE THE FOLLOWING LANGUAGE: “We have been notified by, and agree to financially compensate, the Department of Citywide Administrative Services for any costs, overtime or otherwise, incurred by the Agency as a result of the activities explained above. I, the undersigned, attest to possessing the full amount of insurance coverage required by the City of New York.

Sincerely,”

NAME OF PERSONNEL AUTHORIZED TO SIGN ON BEHALF OF THE FILM COMPANY
SIGNATURE