Letter of Intent template

Dear Scale AI,

We are writing to you to express our intent in participating in the project [INSERT NAME OF PROPOSED PROJECT] under the Scale AI initiative for generative AI. We confirm that all the necessary conditions are met to successfully proceed with this project. Specifically, as detailed in our eligibility submission, we hereby confirm that:

1. Our organization will lead this project as [an adopter/a product company], in collaboration with [AI service provider/end user], aligning with the objectives of deploying generative AI to enhance operational productivity.
2. This project has received all necessary internal support, approvals, and endorsements required to proceed (subject to Scale AI’s approval and contract finalization). All relevant stakeholders within our organization are committed to contributing to the Scale AI submission and participating in the project by [describe activities on the project].
3. Our organization has the required expertise and capabilities to successfully execute this project. This includes:
4. Conducting an internal assessment of our operational readiness and data infrastructure, ensuring alignment with generative AI deployment requirements;
5. Demonstrating previous experience in operational improvements, with clear metrics indicating success in productivity enhancement.
6. Our project team is equipped with relevant expertise in generative AI and has experience in applying AI technologies to operational challenges, as outlined in our submission.
7. We have conducted a preliminary feasibility study, which includes:
8. Detailed analysis of the specific operational processes targeted for improvement, forming a robust foundation for developing and deploying the generative AI solution;
9. Confirmation that the required data for the project is available, accessible, and of sufficient quality to achieve the project’s objectives.
10. Our project plan includes provisions for integration and scalability of the generative AI solution within operations. This includes:
11. A strategy for the seamless integration of the generative AI solution into existing workflows, minimizing disruption and maximizing impact;
12. Plans for scaling the solution across other operational areas post-project, ensuring long-term benefits.
13. We understand that Scale AI requires us to sign all contracts and commence our project by April 30, 2025, failing which Scale AI may revoke its offer to fund our project.

**Project Benefits:** [Describe how the organization will benefit from this project, with a focus on improving operational productivity and efficiency through generative AI].

The Project Lead for this initiative will be [Name of the Project Lead, Title].

Sincerely,

| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name [of Project Lead]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature [of Project Lead] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name [of Executive Sponsor]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature [of Executive Sponsor] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name [of Executive - AI Service Provider/End User]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature [of Executive] |
| --- | --- | --- |