

# Sample Letter of Intent

This sample letter of intent can be used when drafting your own letter to send to regulators.

## XYZ Farm

XYZ Middle Road; Great City, NY 13402  
(315) 893-4687; youremail@gmail.com

---

To: Becca Durant, NYS Ag & Markets  
From: Future Dairy Farmer, My Dairy Farm  
Date: January 1, 2017

**Re: Plans to start processing cheese**

This is a letter to inform you of my intent to process cheese. I will use the Nashville Dairy Incubator to process, cut and wrap the cheese made at the facility and purchased for the purpose or resale. I intend to store and age cheese at the home farm as there isn't an adequate space to do that at the dairy incubator without compromising quality.

During phase one (first 6 months to 1 year), I intend to make three pasteurized "fresh" cheeses. They will include Feta, whole milk Ricotta and Quark. All products will be pasteurized using whole milk from either the college or our dairy farm.

We currently ship our milk to Agri-Mark and come under full inspection. We have seen cooperative, state and federal inspectors while here and have passed every time. Our milk is not organic and comes entirely from our own dairy cattle. Limited milk, in the beginning of processing, will come from Nashville College as per an arrangement with James Smith of Nashville Auxiliary Corporation.

I will also be purchasing cheeses from Cabot for "cut-and-wrap". The cheeses will be renamed under my own label.

Hunters = Ploughman's  
Xtra-Sharp=Milkmaid

My labels are still in process with the label company and will be sent through appropriate channels to use under current NYS laws.

Sewage and Waste Water disposal will be taken care of by Nashville Auxiliary Corporation, as per our arrangement.

The SNAP test is currently used by the dairy incubator and will be conducted by Edward Clarkson, Dairy Superintendent. Bulk tank samples are also taken every other day by Agri-Mark with our bulk tank shipments.