[Insert date]

[Insert name of recipient]

Indiana Department of Education

[Insert address]

[Insert greeting]

Pursuant to IC 20-26-7.1-4(c)(1), [Insert name of state educational institution], is submitting this preliminary request to [purchase or lease] [Insert name of school building intending to purchase/lease] located at [Insert building address]. [Insert name of school building intending to purchase/lease] will be unoccupied on [Insert date school building will become unoccupied].

We understand that this preliminary request is within the 30-day timeline of official notice sent by the IDOE on [Date of IDOE notice] as stated in IC 20-26-7.1-4(c)(1). We also understand that within the 90-day timeline of official notice by the IDOE that began on [Date of IDOE notice] we must send to [Insert name of school corporation that is selling the building] our intent to purchase the building and a time frame in which instruction will begin in the building as stated in IC 20-26-7.1-4(c)(2).

[Insert signature]