September 3, 2021

Executive Director

Indiana Charter School Board

143 W. Market Street, Suite 400

Indianapolis, IN 46204

To whom it may concern,

Please let this letter serve as official notice to the Indiana Charter School Board (“ICSB”) that [NAME OF ORGANIZER] intends to submit a Renewal Application for [NAME OF SCHOOL] to renew its charter with ICSB in accordance with the renewal timeline as set forth in the Application.

Attached to this letter is a Board Resolution, formally approved at a public meeting and signed by an officer of the governing board, approving the intent to seek renewal.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME]