



Project Management Institute
Southwest Ohio Chapter

Statement of Interest

Southwest Ohio Project Management Institute (SWOPMI) Chapter Excellence in Project Management Award 2008

[Date]

Dear Members of the Southwest Ohio Chapter of Project Management Institute panel for *Excellence in Project Management Award*:

This letter is a confirmation of our intent to participate in the SWOPMI Chapter *Excellence in Project Management Award*. (Name of participating organization) asks to be accepted as an official nominee for the award.

Our company's contact is (Lead Nominator) and his/her contact information is: (contact name and contact info – phone, email etc)

This Statement of Interest is not intended as a binding contract between two parties. Instead this is just an expression of (Name of organization) interest to participate. (Name of organization) has a right to withdraw at any time without any legal liability. The SWOPMI Chapter reserves the right to cancel the award at any time without explanation.

(Name of organization) participating in the *Excellence in Project Management Award* will support its Lead Nominator in the following ways:

- Allow Lead Nominator to spend the time and effort necessary in preparing the application package.
- Verify the application package to ensure that no confidential information is included. All information contained within the application may be released to the general public.
- Company presentation during the Awards ceremony.
- Sponsoring the project team's attendance at the award ceremony

The SWOPMI Chapter will provide help to the organization in the following way:

- Guidance during the nomination process
- Verifying the completion of the application package
- Appointing an impartial panel of judges to select the winner
- Advertising and publicizing the *Excellence in Project Management Award* event

Sincerely,

Lead Nominator/Date