Example of a lettre of intention for an application in a Cooperative.

Montreal, date

To the Comité de sélection

Your adress

Object **:** Demande d’un logement dans votre coopérative d’habitation

Hi,

Present yourself :

Who are you ? What are you doing for a living (Profession, occupation, volounteering, activism) ? Who is living with you currently (Family, roomates, etc) ?

Why do you want to live in a Cooperative ? (Instead of a private appartment for example)

What attracts you the most in the cooperative life (what advantages) ? How did you decide to apply into a cooperative ?

What are your habilities that you could bring into your communautary work in the cooperative ?

What tasks can you accomplish ? What are your habilities, your professional and personal experiences that could be useful for that kind of work ? Are you ready to learn and do new tasks (ex : administrative help, finances, etc…) ? What are the best moments for you to give some time during the week to the communautary tasks of the cooperative ?

What are your needs ?

* How many rooms do you need (If you have children, precise age and gender) ?
* Do you need an appartment that is suited to people living with an handicap (ex : wheelchair) ?
* Do you absolutely need help from the government to pay your rent ? (Programme de supplément de loyer, 25% of your revenue)
* Disponibility : When could you move into the new appartment ?
* Any other important informations about yourself or your situation…

Ask to pass an interview with the Comité de Sélection

Add a polite sentence (ex : sincerly)

Your name

Your contact information (all : telephone, email, mailing adress)