

Exhibit B  
Sample Letter of Intent

Date

City of Lowell Department of Planning and Development  
Ali Carter, Director of Economic Development  
JFK Civic Center  
50 Arcand Drive, 2<sup>nd</sup> Fl  
Lowell, MA 01852

To Whom It May Concern:

We are more than ecstatic to announce that Maria's Bagel Shop has signed a 5-year lease at 123 Lowell Circle, Unit A, Lowell, MA to occupy a space of over 2,500 sq-ft. This new space will allow our bakery to continue regular operations while expanding its products and production capacity to offer new menu items, including artisan bagels, gourmet coffee, and other baked goods.

We are requesting funds from the Small Business Expansion program to update our website and install a new POS system. In addition, we would use the funds for the advertising of our business. Please find attached an estimated budget for our project. These funds are critical for our expansion and our success here in Lowell. This expansion will allow us to grow our sales and build further relationships with our customer base. In addition, the expansion will allow for the retention of at least one (1) moderate-income full-time employee.

We are so appreciative and grateful for all the support received by the City of Lowell Department of Planning and Development. We are excited to work with the city on this exciting expansion project!

Sincerely,

Maria D  
Owner