

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to [briefly state the purpose of your letter, e.g., apply for a position, propose a partnership, etc.].

[Expand on your intent, providing relevant details and context. Explain why you are interested and what you hope to accomplish.]

I believe that [mention any qualifications, skills, or experiences that position you well for the opportunity].

Thank you for considering my letter of intent. I look forward to the opportunity to discuss this matter further.

Sincerely,  
[Your Name]