

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

[Recipient's Name]
[Recipient's Title]
[Department/Branch Name]
[Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly describe your intent, e.g., join the armed forces, apply for a specific program, etc.].

Having [mention any relevant experience or background], I am eager to contribute my skills and dedication to [specific goals or missions of the armed forces].

I am particularly interested in [mention any specific roles, programs, or areas of expertise], and I believe that my background in [relevant skills or experience] aligns well with the objectives of [organization/branch]. Please find attached any necessary documents [if applicable]. I look forward to the opportunity to discuss my intent further and am excited about the possibility of serving our country.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]