

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Letter of Intent
I am writing to express my intent to [briefly state your purpose, e.g.,
"collaborate on a project," "apply for a position," etc.].
[Paragraph 1: Introduce yourself and provide background information
relevant to your intent.]
[Paragraph 2: Elaborate on your intentions, goals, and what you hope to
achieve.]
[Paragraph 3: Discuss potential benefits to the recipient or any relevant
parties.]
I look forward to the opportunity to further discuss this matter. Please
feel free to contact me at your convenience.
Thank you for considering my intent.
Sincerely,
[Your Name]
[Your Title, if applicable]
[Your Company, if applicable]