

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to [briefly state the purpose, e.g., apply for admission, partnership, collaboration] with [Company/Organization Name]. My background in [your field of study or expertise] aligns well with your objectives, particularly in [specific area of interest].

I am particularly drawn to [mention any specific programs, projects, or values of the organization] as they resonate with my academic and professional experiences. My goal is to [state your goal or what you hope to achieve], and I believe that collaborating with [Company/Organization Name] will greatly enhance my capabilities and contributions.

I look forward to the opportunity to discuss this further and explore how we can work together. Thank you for considering my letter of intent.

Sincerely,

[Your Name]
[Your Title if applicable]