

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

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

Dear [Recipient Name],

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

[Paragraph 1: Introduce yourself and provide background relevant to the intent.]

[Paragraph 2: Detail the main points of your intent, including goals and potential benefits.]

[Paragraph 3: Highlight your qualifications, experience, or reasons for pursuing this opportunity.]

I am looking forward to the possibility of [state desired outcome, e.g., collaborating, discussing further, etc.]. Thank you for considering my intent.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company, if applicable]