

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

Dear [Recipient's Name],

I am writing to express my intent to [state the purpose: apply for a position, enroll in a program, etc.] at [Institution/Organization Name]. After thorough research and consideration, I believe that my background in [your field or area of study] and my passion for [relevant interest] align perfectly with the values and goals of your institution.

With my [mention relevant experience, skills, or education], I am eager to contribute to [mention specific program, project, or area]. I am particularly drawn to [mention specific aspects of the program or organization that attract you], and I am excited about the prospect of collaborating with professionals who share my commitment to [a relevant goal or value].

I am looking forward to the opportunity to further discuss my application and demonstrate how my background, skills, and enthusiasm can be an asset to your team. Thank you for considering my intent.

Sincerely,
[Your Name]