

[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],
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose, e.g., apply for a position, propose a partnership, etc.]. My background in [relevant experience or field] has equipped me with [specific skills or qualifications relevant to the intent], and I believe that I can contribute positively to [provide details about the recipient's company, project, or interest].

In this regard, I would like to [mention any specific details you want to cover, such as scheduling a meeting, discussing opportunities, etc.]. I am excited about the possibility of working together and am eager to bring my expertise in [specific areas of expertise] to your team.

Thank you for considering my intent. I look forward to the opportunity to discuss this further.

Sincerely,
[Your Name]