

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

Dear [Recipient Name],

I am writing to express my intention to [briefly state your purpose, e.g., apply for a position, enroll in a program, etc.]. As a [your current status, e.g., undergraduate student, recent graduate, etc.] in [your field of study], I am excited about the opportunity to [specific goal or opportunity related to your purpose].

[In the next paragraph, elaborate on your background, relevant experiences, and what makes you a suitable candidate for your intended purpose.]

[Continue with a paragraph discussing your future goals and how the opportunity aligns with them.]

Thank you for considering my letter of intent. I look forward to your positive response and the possibility of [mention the outcome you hope for, e.g., joining the program, working with you, etc.].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]