

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for [Project/Proposal Title]

I am writing to express my intent to submit a proposal for [briefly describe the project or proposal] that aims to [state the purpose or goals of the project].

[Provide a brief overview of your organization, including its mission and relevant experience.]

The proposed project will [describe the key components and benefits of the project]. We believe that this initiative aligns well with [mention any specific goals or interests of the recipient or organization].

We are committed to [outline any specific commitments related to the project, such as timeline, resources, or collaboration].

Thank you for considering our proposal. I look forward to the opportunity to discuss this further and to potentially collaborate on this important initiative.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]