

[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],  
Subject: Letter of Intent

I am writing to express my intention to [describe purpose, e.g.,  
collaborate, invest, apply for a position, etc.] with  
[Company/Organization Name].

[Provide a brief introduction about yourself and your background,  
including any relevant experience or qualifications related to the  
purpose of the letter.]

I believe that [mention specific reasons for your interest in the  
opportunity and how it aligns with your goals or values].

[If applicable, include any deadlines or timelines associated with your  
intention.]

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

Sincerely,

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