

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

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

Dear [Recipient's Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g., apply for a position, propose a partnership, etc.]. After thorough consideration, I believe this opportunity aligns with my skills and goals, and I am eager to contribute to [Company/Organization Name]. In my previous roles, I have successfully [mention relevant experience or skills that support your intent]. I am particularly drawn to [specific aspect of the company/organization or opportunity] and how it corresponds with my professional aspirations.

I am looking forward to the possibility of discussing this further and exploring how I can contribute to [Company/Organization Name]. Thank you for considering my intent.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]