

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organisation Name]

[Company Address]

[City, Postcode]

Dear [Recipient Name],

Subject: Letter of Intent

I am writing to express my intention to [briefly state the purpose of the letter, e.g., collaborate, apply for a position, enter into an agreement].

[Provide a brief background about yourself or your organization and the context for your letter.]

I believe that [explain why you are interested in this opportunity or collaboration, and how it aligns with your goals or values].

I am looking forward to the possibility of [mention any next steps or a call to action, e.g., discussing this further, setting up a meeting, etc.].

Thank you for considering my intention. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]