

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

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

Dear [Recipient's Name],

Subject: Expression of Interest (EOI)

I am writing to formally express my interest in [specific project, opportunity, or position] with [Company/Organization Name]. I believe my background in [your expertise or field] and my experience with [mention relevant experiences] would make a valuable contribution to your team.

[Briefly describe your qualifications, experiences, and why you are interested in this opportunity.]

I would appreciate the opportunity to discuss this further and am looking forward to your response.

Thank you for considering my expression of interest.

Sincerely,

[Your Name]