

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

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

Dear [Recipient Name],

Subject: Expression of Interest (EOI) for [Project/Opportunity Name]

I am writing to formally submit my Expression of Interest in relation to [specific project or opportunity name] as advertised on [where you found the opportunity].

[Briefly introduce your organization, including relevant experience and qualifications that make you a good fit for the project.]

We are particularly interested in [specific aspects of the project/opportunity] and believe that our expertise in [mention relevant skills or services] will be highly beneficial.

Please find attached [any supporting documents, such as company profile, case studies, etc.]. We would appreciate the opportunity to discuss our interest further and explore how we can contribute to the success of this project.

Thank you for considering our EOI. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]