

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

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

Dear [Recipient Name],  
Subject: Letter of Intent

I am writing to express my intention to [describe the purpose, e.g., apply for a position, collaborate on a project, etc.] within [Organization/Company Name]. As a citizen of the European Union, I am eager to contribute my [mention relevant skills, experiences, or qualifications] to your esteemed organization.

[Paragraph detailing your background, motivations, and how they align with the organization's goals.]

I believe that my [mention specific skills or experiences] will allow me to make a valuable contribution to [specific projects or goals of the organization]. My background in [mention relevant field or industry] has equipped me with [mention specific knowledge or experiences relevant to the organization].

Thank you for considering my intention. I look forward to the opportunity to discuss how my skills and aspirations align with your organization.

Sincerely,  
[Your Name]