

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

[Date]
[Recipient Name]
[Title]

Fox Valley Technical College
[Campus Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose, e.g., apply for a program, collaborate on a project, etc.] at Fox Valley Technical College.

I am particularly interested in [specific program or opportunity] because [explain your reasons and motivations]. I believe that my background in [relevant experience or education] aligns well with FVTC's mission and offerings.

I am eager to [describe any specific actions you wish to take, such as applying, meeting, discussing, etc.]. I look forward to the possibility of contributing to the FVTC community and enhancing my skills through [mention any relevant resources or opportunities at FVTC].

Thank you for considering my intent. I am looking forward to your response.

Sincerely,
[Your Name]

[Your Signature (if sending a hard copy)]