

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

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

Dear [Recipient Name],

Subject: Letter of Intent for GVSA

I am writing to express my intent to participate in the [specific program/project] under [Name of the GVSA].

I am particularly interested in [briefly outline your relevant experience, skills, and motivation for participating]. This opportunity aligns with my professional goals and enables me to [mention specific outcomes or intentions].

I am committed to [describe any contributions or collaborative efforts you plan to bring to the program/project].

Please find attached any required documentation or materials for your review. I am looking forward to the possibility of discussing this further and hope to contribute positively to the [GVSA/community/project].

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Organization] (if applicable)