

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

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

Dear [Recipient Name],

Subject: Letter of Intent for [Specific Purpose]

I am writing to express my intent to [briefly state the purpose of the letter, e.g., apply for a position, collaborate on a project, etc.] with [Organization/Institution Name].

[In a few sentences, explain your background, qualifications, and why you are interested in this opportunity. Highlight relevant experiences and skills that align with the goals of HCMC.]

I believe that my [specific skills/experiences] make me a strong candidate for [specific position/project]. I am particularly drawn to [mention any specific aspects of HCMC that attract you].

I am looking forward to the possibility of contributing to [Organization/Institution's mission/vision]. Thank you for considering my intent.

Sincerely,  
[Your Name]