

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to [briefly state your purpose, e.g., apply for a graduate program, collaborate on a project, etc.]. My academic background in [Your Field/Discipline] and my experience in [Relevant Experiences] have prepared me to contribute meaningfully to [Specific Program/Project/Institution].

In [Specific Year or Period], I [describe relevant experiences, achievements, or skills that pertain to your intent]. This experience has [explain how this has equipped you for the opportunity you are seeking]. I am particularly drawn to [mention specific aspects of the program, project, or institution that attract you], as I believe it aligns well with my career goals and academic interests. My ultimate goal is to [state your long-term goals briefly].

Thank you for considering my letter of intent. I am looking forward to the possibility of contributing to [Specific Program/Project/Institution]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,  
[Your Name]