

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

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

Dear [Recipient's Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose, e.g., apply for a program, propose a partnership, etc.].

[Paragraph 1: Introduce yourself and explain your background relevant to the intent.]

[Paragraph 2: Elaborate on your purpose and any relevant details.]

[Paragraph 3: State your expectations or what you hope to achieve.]

Thank you for considering my letter of intent. I look forward to the opportunity to [next steps or closing statement].

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]