

[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 the purpose, e.g.,
"apply for the position of ...", "enter into a partnership with...",
"submit a proposal for..."].

In this letter, I would like to outline [the key points of your intent,
background information, or relevant qualifications].

1. ****Introduction****

- Provide a brief introduction about yourself and your background.
- State the objective of your letter clearly.

2. ****Background and Experience****

- Explain your relevant experience and qualifications.
- Highlight any achievements or contributions that are pertinent to your intent.

3. ****Details of Intent****

- Clearly specify what you are proposing or requesting.
- Include any relevant details such as timelines, expectations, and goals.

4. ****Conclusion****

- Reiterate your enthusiasm for the opportunity or collaboration.
- Offer to discuss further or provide additional information.

Thank you for considering my intent. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Company (if applicable)]
[Attachment: (if applicable)]