

[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],

I am writing to express my intent to [briefly state your purpose, e.g.,
apply for a position, collaborate on a project, etc.] within
[Company/Organization Name].

[In the following paragraphs, elaborate on your background, experience,
and the reasons for your interest in the opportunity. Highlight specific
qualifications and what you can bring to the table.]

I am excited about the possibility of [describe what you hope to achieve
or contribute] at [Company/Organization Name].

Thank you for considering my letter of intent. I look forward to the
opportunity to discuss this further.

Sincerely,
[Your Name]