

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

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

Dear [Recipient Name],

I am writing to express my intent to [state purpose, e.g., apply for a position, enter into a contract, etc.].

[First paragraph: Introduce yourself and your qualifications or reasons for writing.]

[Second paragraph: Elaborate on your intent, explaining your interest and any relevant background or experiences that support your case.]

[Third paragraph: Mention any additional information or materials you are including, if applicable, and express your willingness to discuss further.]

Thank you for considering my letter of intent. I look forward to the opportunity to [state desired outcome, e.g., discuss my application, collaborate, etc.].

Sincerely,

[Your Name]

[Your Title/Position if applicable]