

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

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

Dear [Recipient's Name],

I am writing to express my intent to [state purpose of the letter, e.g., pursue a partnership, apply for a position, etc.].

[Introduce yourself and provide background information relevant to your intent.]

[Explain your reasons for pursuing this opportunity and what you hope to achieve.]

[Discuss any relevant experience, skills, or qualifications that support your intent.]

[Conclude with a statement of appreciation and a call to action, such as requesting a meeting or further discussion.]

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

Sincerely,

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