

[Your Name]
[Your Title]
[Your Organization's Name]
[Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

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

I am writing to express our intention to [briefly state the purpose of the letter, e.g., apply for a grant, collaborate on a project, etc.].

[Paragraph 1: Provide background information about your organization and its mission.]

[Paragraph 2: Explain the nature of the proposed project or partnership, including its goals and objectives.]

[Paragraph 3: Highlight the benefits of the proposed project or partnership for both parties involved.]

[Paragraph 4: Mention any required documents or next steps and indicate your willingness to discuss further.]

Thank you for considering our letter of intent. We look forward to the opportunity to collaborate and contribute to [shared goals/mission].

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]