

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

Dear [Recipient's Name],

I am writing to express my intent to [state your purpose, e.g., apply for a position, enroll in a program, collaborate on a project, etc.]. I have a strong interest in [briefly describe your interest related to the intent].

[In this paragraph, elaborate on your qualifications, experiences, or reasons for your intent. Be specific and convey your enthusiasm].

I believe that [explain why this opportunity is important to you and how it aligns with your goals].

Thank you for considering my application. I look forward to the possibility of [close with a statement about what you hope for in response].

Sincerely,
[Your Name]