

[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 [describe the purpose, e.g., apply for a position, propose a collaboration, etc.] with [Company/Organization Name].

[Provide a brief introduction about yourself and your background relevant to the purpose of the letter.]

I am particularly drawn to [specific aspects of the company or opportunity that interest you] and believe that my [skills/experience/qualifications] can contribute to [specific goals or projects of the company].

[Elaborate on your reasons for your intent, including any relevant achievements or experiences that support your position.]

I look forward to the opportunity to discuss this further and explore how we can work together. Thank you for considering my letter of intent.

Sincerely,
[Your Name]