

[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 [briefly state the purpose of the letter, e.g., "apply for the position of XYZ" or "partner with your organization"].

[In the following paragraphs, provide details about your background, interests, and reasons for your intent. Be concise and clear.]

Thank you for considering my intent. I look forward to the opportunity to [next steps, e.g., "discuss this further" or "hear from you soon"].

Sincerely,  
[Your Name]