

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

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

Dear [Recipient's Name],

I am writing to express my intent to [briefly state purpose, e.g., apply for a position, enter into a partnership, participate in a program, etc.].

[Paragraph 1: Outline your background, qualifications, or reasons for the intent.]

[Paragraph 2: Explain your objectives or what you hope to achieve through this letter.]

[Paragraph 3: Briefly mention any relevant experiences or skills that support your intent.]

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Sincerely,  
[Your Name]