

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

[Recipient's Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for [Specific Purpose]

I am writing to express my intent to [state your purpose] in accordance with the requirements set forth by the HFSA.

[In this paragraph, briefly outline your background, qualifications, and relevant experience pertaining to the HFSA initiative.]

[In this paragraph, explain your goals, how they align with HFSA's objectives, and the anticipated impact of your engagement.]

I appreciate the opportunity to present my intent and look forward to the possibility of working together to achieve our shared goals.

Thank you for considering my proposal. I am eager to contribute to the HFSA initiatives and await your response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]