

[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],
Subject: Letter of Intent
I am writing to express my intent to [state your purpose, e.g., apply for a program, collaborate on a project].
[Paragraph 1: Introduce yourself and provide background information relevant to the intent.]
[Paragraph 2: Explain the purpose of your intent in detail and what you hope to achieve.]
[Paragraph 3: Outline any relevant experience or qualifications that support your intent.]
[Paragraph 4: Conclude with a summary of your intent and any next steps you propose.]
Thank you for considering my [application/proposal]. I look forward to the opportunity to [what you hope to do].
Sincerely,
[Your Name]