

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

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

Dear [Recipient's Name],

I am writing to express my intent to [state purpose of letter, e.g., participate in, apply for] the [specific program or opportunity] offered by [Organization/Institution Name].

[Paragraph describing your background, motivation, and relevant experience. Highlight why you are interested in this program or opportunity.]

I believe that my skills in [mention relevant skills or experiences] align well with the goals of [Organization/Institution Name]. I am particularly excited about [specific aspect of the program] and how it can help me [state your goals or aspirations].

I appreciate your consideration of my intent, and I look forward to the possibility of contributing to [Organization/Institution Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]