

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

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

Dear [Recipient's Name],

I am writing to express my intent to [briefly state your purpose, e.g., apply for a specific program, collaborate on a project, etc.]. As a [your current position or background, e.g., student, educator, professional], I am eager to [state your goals and intentions related to education, e.g., expand my knowledge, engage in research, contribute to the community, etc.].

[Paragraph 1: Discuss your background, qualifications, and any relevant experiences that support your intent.]

[Paragraph 2: Explain why you are interested in this particular institution or program and how it aligns with your goals.]

[Paragraph 3: Outline your future aspirations, and how this opportunity will help you achieve them.]

Thank you for considering my letter of intent. I look forward to the possibility of [state the desired outcome, e.g., being part of the program, working together, etc.].

Sincerely,

[Your Name]

[Optional: Your Signature if sending a hard copy]