

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

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

Dear [Recipient Name],  
Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g., collaborate, apply for a position, etc.], and to outline my qualifications and interest in [specific project, position, or opportunity].

[Paragraph 1: Introduce yourself and provide relevant background or context regarding your intention.]

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

[Paragraph 3: Highlight your relevant skills, experiences, or achievements that support your intent.]

Thank you for considering my letter of intent. I look forward to the opportunity to discuss this further.

Sincerely,  
[Your Name]