

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

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

Dear [Recipient's Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g., apply for a position, propose a partnership, etc.].

[Paragraph 1: Introduce yourself and your background relevant to the purpose.]

[Paragraph 2: Clearly state your intentions and any specific details regarding your proposal or application.]

[Paragraph 3: Mention any relevant experiences or skills that support your intent.]

I look forward to the opportunity to [further discuss, collaborate, or provide additional information]. Thank you for considering my intent.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Your Company (if applicable)]