

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

[Recipient Name]
[Company/Organization Name]
[Recipient 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, propose a project] with
[Company/Organization Name].

[Paragraph 1: Introduce yourself and provide background relevant to the
intent.]

[Paragraph 2: Elaborate on the purpose of the letter, including key
points that support your intent.]

[Paragraph 3: Discuss the potential benefits and any relevant details
that may interest the recipient.]

I look forward to the opportunity to discuss this further. Thank you for
considering my proposal.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]