

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

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

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly describe your purpose, e.g., "collaborate on a research project," "apply for a position," etc.].
[Paragraph detailing your interest and reasons for the letter. Include relevant background information, intentions, and any other pertinent details.]

I believe that [insert a statement about how your goals align with theirs, or how this partnership/position will be advantageous].
I look forward to the possibility of [discussing further/working together]. Please feel free to contact me at your earliest convenience.
Thank you for considering my letter of intent.

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