

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

[Recipient's Name]  
[Recipient's Title]  
[KBTX News]

[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to [state your purpose, e.g., apply for a position, propose a project, etc.] at KBTX. With a strong background in [your field/industry] and a passion for [relevant interests or goals related to KBTX], I believe I would be a valuable addition to your team. [Briefly outline your qualifications and experiences that relate to this intent. Mention any relevant projects, skills, or achievements.]

I am particularly drawn to KBTX because [explain why you are interested in KBTX specifically, mentioning any values or goals that align with yours]. I am eager to contribute my skills to [mention any specific initiatives or areas of focus at KBTX].

Thank you for considering my letter of intent. I look forward to the opportunity to discuss how I can contribute to KBTX. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[LinkedIn Profile or Website, if applicable]