

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

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

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose, e.g., collaborate, apply for funding, participate in a program] with the [Organization Name].

[Provide a brief background about yourself or your organization, including relevant experience and objectives.]

The proposed [collaboration, project, etc.] aims to [outline main goals and expected outcomes]. We believe that this partnership can lead to [mention potential benefits for both parties].

We are keen to discuss this further and explore the next steps in the process. Please feel free to reach me at [your phone number] or [your email address].

Thank you for considering our intent. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Organization Address]
[City, State, Zip Code]