

[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]

Subject: Letter of Intent

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my intent to [state your purpose, e.g., apply for a position, collaborate on a project, etc.]. I believe that [briefly explain your qualifications or interests related to the purpose].

[Provide more details about your purpose, including any relevant background, goals, and what you hope to achieve.]

I look forward to the opportunity to [mention your desired outcome, such as discussing your application, project details, etc.].

Thank you for considering my letter of intent. I hope to hear from you soon.

Sincerely,  
[Your Name]