

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Subject: Letter of Intent

Dear [Recipient's Name],

I am writing to express my intent to [state the purpose, e.g., collaborate, apply for a position, etc.]. This letter serves to outline my interest and the objectives I hope to achieve through this engagement.

1. ****Introduction:****

- Briefly introduce yourself and your background.
- State the specific opportunity or proposal you are addressing.

2. ****Purpose:****

- Clearly articulate the purpose of your letter.
- Describe the goals you wish to accomplish.

3. ****Benefits:****

- Explain the benefits of your proposed engagement.
- Highlight how it aligns with the recipient's objectives or mission.

4. ****Next Steps:****

- Suggest a plan of action or next steps.
- Indicate your availability for further discussion or meetings.

Thank you for considering my letter of intent. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]