

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

[Recipient Name]
[Recipient Title]
[KLCC Organization Name]
[Recipient 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 with KLCC on a potential project regarding..."]. After
researching your organization and its mission, I believe that our goals
align and that a partnership could be mutually beneficial.

[In this paragraph, provide additional context for your intent and
outline any relevant information about your organization or project.]

I propose that we schedule a meeting to further discuss this opportunity
and explore ways we can work together. I am looking forward to the
possibility of collaborating with KLCC to achieve [specific goals or
outcomes].

Thank you for considering my proposal. I look forward to your positive
response.

Sincerely,

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