

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

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

Dear [Recipient Name],

Subject: Letter of Intent

I am writing to express my intent to [briefly describe the purpose, e.g., "enter into a partnership" or "apply for a position"] with [Company/Organization Name]. After researching and learning about your [specific project, program, or initiative], I am excited about the opportunity to contribute my skills and expertise.

[In this paragraph, discuss your background, qualifications, and what you bring to the table. Mention any relevant achievements or experiences that align with the company's goals.]

I believe that a collaboration between [your organization or yourself] and [Company/Organization Name] could yield significant benefits, particularly in [mention specific areas or projects of mutual interest]. I am eager to discuss how we can work together effectively.

Please let me know a convenient time for us to meet and explore this opportunity further. I look forward to the possibility of working together and contributing to the success of [Company/Organization Name].

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]