

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g.,
"apply for the LDH program"] at [Organization/Institution Name].
[Provide a brief introduction about yourself and your background relevant
to the LDH program.]

I am particularly drawn to [specific aspect of the program or
organization], which aligns with my goals of [insert your objectives or
aspirations].

[Explain any relevant experience, skills, or qualifications you have that
make you a good candidate.]

I look forward to the opportunity to [mention the next steps or express
eagerness for discussion].

Thank you for considering my intention.

Sincerely,
[Your Name]