

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

[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to [briefly state the purpose, e.g.,  
apply for/participate in] the [specific program/project] at  
[Organization/Institution Name]. I am particularly drawn to this  
opportunity because [explain reasons and motivation].

With a background in [your field/area of expertise], I believe I possess  
the skills and experience necessary to contribute effectively.

Specifically, [mention relevant skills, achievements, or experiences].

I am eager to collaborate with [Organization/Institution Name] and be  
part of a team that [describe the mission or objectives of the  
organization]. I am confident that my passion for [related field/issue]  
aligns with the goals of your [program/project].

Thank you for considering my letter of intent. I look forward to the  
possibility of contributing to [Organization/Institution Name] and am  
excited about the opportunity to further discuss my fit for this program.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]

[Your Institution/Organization, if applicable]