

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

Subject: Letter of Intent for [Project/Proposal Name]

I am writing to express our intent to [briefly state purpose or objective of the proposal]. We believe this initiative will [mention benefits or goals].

Our proposal outlines the following key points:

1. [Briefly describe point 1]
2. [Briefly describe point 2]
3. [Briefly describe point 3]

We anticipate that this project will [explain expected outcomes or impact]. We would like to discuss this proposal further and seek your support in [mention specific request or action desired].

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]