

[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 for [Purpose/Project Name]

I am writing to express my intent to [briefly state the purpose, e.g., participate in, collaborate on, etc.] the [specific project or opportunity name] conducted by [Company/Organization Name].

[Provide a brief overview of your interest and background related to the project.]

I believe that my experience in [relevant experience or field] will contribute to the success of this initiative. I am particularly excited about [mention any specific aspects of the project that interest you].

I look forward to the opportunity to discuss this further and explore ways to collaborate effectively. Please feel free to contact me at [your phone number] or [your email] for any further discussions.

Thank you for considering my intent.

Sincerely,

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