

[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 [specific purpose, e.g., participation in LXP Program]

I am writing to express my intent to [describe purpose, e.g., apply for, participate in] the [specific program/event] offered by [Company/Organization Name].

[Paragraph outlining your background, qualifications, and what you hope to achieve through this opportunity.]

I believe that my [mention relevant skills or experiences] aligns well with the goals of [Company/Organization Name] and I am excited about the possibility of contributing to [specific outcomes].

Thank you for considering my intent. I look forward to the opportunity to further discuss my application.

Sincerely,

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