

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose, e.g., apply for a partnership, seek collaboration, etc.] with [Organization Name]. My background in [mention your field or expertise] aligns with the objectives of [Organization Name], particularly in [specific area of interest or project].

I believe that collaborating with [Organization Name] will yield significant benefits, such as [mention potential outcomes or benefits]. I am particularly interested in [specific interests related to the organization's work].

I look forward to the opportunity to discuss this further and explore how we can work together effectively. Thank you for considering this letter of intent.

Sincerely,

[Your Name]  
[Your Position] (if applicable)  
[Your Organization] (if applicable)