

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

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

Dear [Recipient Name],

I am writing to express my intent to [briefly state the purpose, e.g., "pursue a partnership," "apply for a position," "engage in a project," etc.] with [Company/Organization Name]. I am particularly drawn to [specific aspect of the company or organization] and believe that our collaboration could yield significant benefits.

As someone with [mention your relevant experience, skills, or background], I am confident in my ability to [explain how you can contribute or what you hope to achieve]. I am particularly interested in [mention specific goals or projects you wish to discuss].

I would appreciate the opportunity to discuss this further. Please let me know a convenient time for us to connect. Thank you for considering my letter of intent. I look forward to the possibility of working together.

Sincerely,

[Your Name]  
[Your Title, if applicable]