

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

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

Dear [Recipient Name],

I am writing to express my intent to [state purpose, e.g., apply for a program, propose a partnership, etc.] at [Organization/Institution Name] in Ohio. As a [brief description of your background, e.g., student, professional, etc.], I am excited about the opportunities available through [specific program or initiative] and am eager to contribute to [specific goals or values of the organization].

[Include a paragraph detailing your qualifications, experiences, and any relevant accomplishments that relate to your intent.]

I believe that [Organization/Institution Name]'s commitment to [specific value or mission of the organization] aligns perfectly with my aspirations. I am particularly drawn to [specific aspect of the organization/program] because [explain why it matters to you].

Thank you for considering my letter of intent. I look forward to the possibility of [next steps or expressing interest in further discussion].

Sincerely,
[Your Name]