

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Institution Name]  
[Company/Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g., apply for a position, propose a collaboration, etc.]. With my background in [mention relevant field, e.g., computer science, software engineering], and my skills in [list relevant skills, e.g., programming languages, software development], I believe I can [explain how you can contribute or what you hope to achieve].

[Provide a brief overview of your qualifications, experiences, and any relevant projects or achievements that support your intent.]

I am eager to discuss [mention any specific goals or opportunities you want to explore] and explore how my expertise can align with [Recipient's Company/Institution Name's] objectives.

Thank you for considering my intent. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]