

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

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

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g., collaborate, invest, apply, etc.] with [Company/Organization Name]. This letter serves as a formal indication of my commitment to [mention specific goals or actions].

[Paragraph 1: Provide background information and context related to the purpose of the intent.]

[Paragraph 2: Explain your interest and how it aligns with the recipient's goals or operations.]

[Paragraph 3: Discuss any terms or conditions you envision, if applicable.]

I believe that this collaboration could lead to [mention potential outcomes or benefits]. I am looking forward to the opportunity to discuss this further.

Thank you for considering my intent. I hope to hear from you soon.
Sincerely,

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