

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Postcode]

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

I am writing to express my intent to [briefly state purpose, e.g., collaborate, apply, or propose a project] in Queensland. I believe that [mention relevant reasons or background], and I am eager to explore potential opportunities with [Recipient's Company/Organization].

To provide you with an overview, [briefly outline your background or qualifications, including relevant experiences and skills]. I envision that our collaboration could [describe potential benefits or outcomes of the collaboration].

I am looking forward to discussing this matter further and am flexible with scheduling a meeting at your earliest convenience. Thank you for considering my intent to [propose/request action].

Sincerely,

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