

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

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

I am writing to express my intent to [briefly describe your purpose--  
e.g., apply for a position, propose a partnership, etc.].

[Paragraph 1: Introduce yourself and your background relevant to the  
intent.]

[Paragraph 2: Explain the rationale behind your intent and what you hope  
to achieve.]

[Paragraph 3: Mention any specific details that support your intent,  
e.g., projects, experience, or qualifications.]

I appreciate your consideration of my proposal and look forward to the  
possibility of [collaborating with you/being part of your organization,  
etc.]. Please feel free to contact me at [your phone number] or [your  
email address] for any further discussion.

Thank you for your time and attention.

Sincerely,

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