

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

[Recipient Name]
[Title]

Jawaharlal Nehru Technological University (JNTU)

[University 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., apply for a specific program, collaborate on a project, etc.] at Jawaharlal Nehru Technological University.

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

[Paragraph 2: Explain your interest in JNTU and how it aligns with your goals.]

[Paragraph 3: Provide specific details of your proposal or request, if applicable.]

I believe that my [mention any relevant skills, experiences, or qualifications] make me a suitable candidate for [or an ideal partner for] this opportunity.

I look forward to the possibility of [collaborating with JNTU/enrolling in the program, etc.]. Thank you for considering my intent. I hope to hear from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position, if applicable]

[Your Organization, if applicable]