

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

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

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

I am writing to express my intention to [briefly state the purpose, e.g., pursue a partnership, apply for a position, etc.].

[Paragraph 1: Provide background information about yourself and your interest in the subject.]

[Paragraph 2: Elaborate on your objectives and what you aim to achieve through this letter.]

[Paragraph 3: Include any relevant qualifications or experiences that support your intentions.]

I am looking forward to the possibility of [next steps, e.g., discussing this further, working together, etc.]. Thank you for considering my letter of intent.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]