

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

[Recipient's Name]  
[Recipient's Title]  
[Company 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., apply for a position, collaborate on a project, etc.].

[In this paragraph, provide details about your background, relevant experiences, and why you are interested in this opportunity. Mention any specific skills or qualifications that make you a suitable candidate.]

I believe that [elaborate on how your goals align with the organization, and what you hope to achieve through this opportunity].

I look forward to the possibility of discussing this further. Thank you for considering my letter of intent.

Sincerely,

[Your Name]  
[Your Title, if applicable]