

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

Dear [Recipient Name],

Subject: Letter of Intent for [Project Title]

I am writing to express our intent to [briefly describe the purpose of the project and the intended outcomes]. Our organization, [Your Organization], has a strong commitment to [mention relevant mission or goals], and we believe that this project will significantly contribute to [describe impact or benefits].

Project Overview:

- ****Project Title****: [Insert title]
- ****Project Description****: [Briefly describe the project scope, objectives, and methodology]
- ****Timeline****: [Provide an estimated timeline for the project]
- ****Budget Overview****: [Provide a summary of the anticipated budget and funding sources]

We are seeking to collaborate with [mention any potential partners or stakeholders] and believe that your support would be invaluable in making this project a success.

Please find attached additional information about our organization and the proposed project for your review. We would appreciate the opportunity to discuss this further and explore how we can work together.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]