

[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 intent to [briefly state the purpose, e.g.,  
"engage in a business partnership" or "apply for a position"].

[Paragraph 1: Provide background information relevant to the intent.  
Discuss your qualifications, experience, or readiness for the proposed  
action.]

[Paragraph 2: Explain the purpose and benefits of the proposal. Describe  
how it aligns with the goals of both parties.]

[Paragraph 3: Outline any specific terms or conditions you wish to  
discuss or propose.]

Thank you for considering my intent. I look forward to the opportunity to  
discuss this matter further.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)