

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly describe the purpose of the letter, e.g., apply for a position, propose a project, etc.].

[Paragraph 1: Introduce yourself and provide relevant background information.]

[Paragraph 2: Elaborate on your intentions, including any specific details about the project or position.]

[Paragraph 3: Mention any relevant skills or experiences that support your intent.]

[Paragraph 4: Conclude with a statement of enthusiasm and willingness to discuss further.]

Thank you for considering my letter. I look forward to the opportunity to [reiterate your intent].

Sincerely,

[Your Name]

[Your Title, if applicable]