

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

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent

1. ****Introduction****

- Brief introduction of yourself/your organization.
- Purpose of the letter.

2. ****Background****

- Relevant experience or qualifications.
- Explanation of why you are interested in engaging with WZZM.

3. ****Intent****

- Clear statement of your intent (e.g., partnership, funding, collaboration).
- Specific goals and objectives you aim to achieve.

4. ****Details****

- Outline any proposals, ideas, or resources you bring to the table.
- Possible benefits to WZZM and its audience.

5. ****Conclusion****

- Express enthusiasm for the potential collaboration.
- Invite the recipient to discuss further.

Thank you for considering this letter of intent. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Company Name]