

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

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intent to [describe the purpose, e.g., apply for a program, participate in a project, etc.] at [Organization/Institution Name]. I am deeply interested in [provide a brief explanation of your interest and motivation].

As a [your current role or status, e.g., student, professional in a specific field], I have [briefly describe relevant experiences, qualifications, or skills that make you a suitable candidate]. I am particularly drawn to [mention specific aspects of the program or project that resonate with you].

Through this opportunity, I aim to [outline your goals and what you hope to achieve]. I am enthusiastic about the prospect of contributing to [mention what you can bring to the organization or project].

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

Sincerely,
[Your Name]