

[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 intention to [briefly state the purpose, e.g., collaborate, partner, enroll, etc.], concerning [specific project, opportunity, or initiative].

[Provide background information about your organization or self and your interest in the opportunity.]

I believe that [explain why your participation or collaboration would be beneficial to both parties].

Please find attached any supporting documents that provide further insight into my proposal. I am looking forward to the possibility of working together and would appreciate the opportunity to discuss this in more detail.

Thank you for considering this letter of intent. I hope to hear from you soon.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Organization] (if applicable)