

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Letter of Intent  
I am writing to express my intent to [briefly state the purpose, e.g.,  
pursue a partnership, apply for a position, etc.].  
[Paragraph 1: Introduce yourself and your background related to the  
intent.]  
[Paragraph 2: Explain your objectives, goals, and what you hope to  
achieve.]  
[Paragraph 3: Highlight the benefits or value you bring, and any relevant  
experiences.]  
[Closing paragraph: Reiterate your enthusiasm and provide contact  
information for further discussion.]  
Thank you for considering my letter of intent. I look forward to the  
opportunity to discuss this matter further.  
Sincerely,  
[Your Name]