

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

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

Dear [Recipient Name],

Subject: Letter of Intent for [Specific Purpose]

I am writing to express my intent to [describe purpose--e.g., apply for a program, collaborate on a project, etc.] with [Organization Name]. I believe that my background in [your relevant experience or field] aligns well with the goals of [Organization/Program].

[Paragraph describing your motivations, relevant experiences, and how they connect to the objectives of KTTC or the specific program/project.]

My experience in [specific skills or experiences] has equipped me with [mention any relevant achievements or contributions]. I am particularly drawn to [specific aspects of KTTC that interest you], and I am eager to [mention what you hope to achieve or contribute].

I am looking forward to the possibility of collaborating with [Organization Name] and contributing to [mention specific goals or initiatives]. Thank you for considering my letter of intent.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]