

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent

I am writing to express my intent to [describe purpose, e.g.,
collaborate, apply for a position, request support, etc.] with
[Company/Organization Name].

[Provide a brief introduction about yourself and your background related
to the purpose of the letter.]

[Explain your purpose in detail, highlighting your qualifications,
experiences, or any previous interactions with the recipient or
organization.]

[Discuss how the collaboration or support can be mutually beneficial and
outline any specific goals or outcomes you hope to achieve.]

I look forward to the opportunity to discuss this further and explore
potential ways we can work together. Thank you for considering my
request.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]