

[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],

I am writing to express my intent to [clearly state your intent, e.g., apply for a position, collaborate on a project, etc.] with [Company/Organization Name]. With a strong background in [relevant field or expertise], I believe I can contribute significantly to [specific goals or projects of the company].

My experience in [briefly describe your experience or achievements relevant to the intent] has prepared me to [mention how you plan to impact the company/organization positively]. I am particularly drawn to [specific aspect of the company or project that interests you].

I am excited about the opportunity to [state what you hope to achieve or accomplish], and I look forward to discussing how my background, skills, and enthusiasms align with the needs of [Company/Organization Name].

Thank you for considering my letter of intent. I am looking forward to your positive response.

Sincerely,

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