

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose, e.g., apply for a position, participate in a program, etc.]. I am particularly drawn to [mention specific aspect of the organization or program that interests you] and believe my [mention relevant skills or experiences] would make me a strong candidate.

[Briefly describe your background, qualifications, and any relevant experiences that support your intent. Mention your understanding of the organization's goals and how they align with your aspirations.]

I am looking forward to the opportunity to [mention what you hope to achieve or contribute]. I am eager to discuss how I can [mention specific goals related to the organization or program].

Thank you for considering my intent. I look forward to your response.

Sincerely,

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