

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

[Recipient's Name]
[Recipient's Title]
[XJL Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to [briefly state purpose, e.g., collaborate, apply for a position, propose a partnership, etc.] with XJL. As a [Your Title/Profession] with extensive experience in [Your Field/Industry], I am particularly drawn to [specific aspect of XJL, e.g., its innovative approach, values, etc.].

My background includes [briefly highlight relevant experience, skills, and achievements]. I am confident that my expertise in [specific skills or knowledge] aligns well with the goals and vision of XJL.

I am eager to discuss how my background, skills, and enthusiasms align with the objectives of XJL. I would appreciate the opportunity for a conversation at your earliest convenience.

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

Sincerely,
[Your Name]