

[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 [briefly describe your purpose, e.g., collaborate, propose a partnership, apply for a position, etc.]. This letter serves as a preliminary indication of my interest in [specific project, position, or opportunity] and outlines the main points I hope to discuss further.

1. **Overview of Intent**

- [Briefly summarize your intentions and the reasons behind them.]

2. **Objectives**

- [Clearly state your objectives related to this intent.]

3. **Proposed Terms/Conditions**

- [Outline key terms or conditions you wish to propose.]

4. **Next Steps**

- [Suggest how you would like to move forward, e.g., a meeting, phone call, etc.]

Thank you for considering my letter of intent. I look forward to your response and the possibility of working together.

Sincerely,

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