

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

[Recipient's Name]  
[Recipient's Position]  
[Organization/Institution Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
Subject: Letter of Intent

I am writing to express my intent to [state the purpose, e.g., apply for a position, collaborate on a project, pursue a partnership, etc.] with [Organization/Institution Name].

[Paragraph 1: Brief introduction about yourself and your background relevant to the purpose of the letter.]

[Paragraph 2: Elaborate on your goals and objectives, and how they align with the initiatives or values of the recipient's organization.]

[Paragraph 3: Detail any previous experiences or achievements that support your intentions and plans.]

[Paragraph 4: Conclude with a call to action, expressing your willingness to discuss this further or provide more information.]

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

Sincerely,

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