

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to [describe your purpose, e.g., enter into a partnership, request funding, etc.] regarding [specific project or initiative] that aligns with [mention relevant goals or values].

I believe that through our collaboration, we can [outline the benefits or goals of your intent]. I am particularly impressed with [mention any specific aspect of the recipient's work or organization that resonates with you], and I see great potential for synergy between our efforts.

I would appreciate the opportunity to discuss this further and explore how we can work together. Please let me know your availability for a meeting in the coming weeks.

Thank you for considering my letter of intent. I look forward to the possibility of collaborating with you.

Sincerely,

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