

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Letter of Intent
I am writing to express my intent to [briefly describe the purpose, e.g.,
pursue a partnership, apply for a program, etc.].
[Paragraph 1: Introduce yourself and provide some background information
relevant to the intent.]
[Paragraph 2: Describe your objectives and what you hope to achieve
through this intent.]
[Paragraph 3: Mention any relevant experience, qualifications, or skills
that support your intent.]
[Paragraph 4: Propose potential next steps or express willingness to
discuss further details.]
Thank you for considering my intention. I look forward to your positive
response.
Sincerely,
[Your Name]
[Your Title (if applicable)]