

[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 [state your purpose, e.g., apply for a position, propose a partnership, etc.] with [Company/Organization Name].

[In this paragraph, briefly explain your background and why you are interested in this opportunity.]

[In this paragraph, highlight any relevant experiences or skills that would make you a suitable candidate or partner.]

[Conclude by expressing your desire to discuss this further and provide your contact information.]

Thank you for considering my letter of intent. I look forward to the possibility of collaborating with [Company/Organization Name].

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]