

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to [state the purpose of the letter, e.g., apply for a position, propose a partnership, etc.] with [Company/Organization Name]. After researching your organization and its impressive contributions to [industry/field], I believe that my background in [your field/experience] aligns well with your goals.

In my previous role at [Your Previous Company/Organization], I successfully [describe relevant experience or achievement] which has equipped me with the skills and knowledge necessary to [explain how you can contribute to the recipient's organization].

I am particularly drawn to [specific aspect of the recipient's work or values], and I am excited about the opportunity to [how you wish to collaborate or assist].

I look forward to the possibility of discussing this further. Thank you for considering my letter of intent.

Sincerely,  
[Your Name]