

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to [describe purpose, e.g., apply for a program, partnership, funding, etc.] with [Organization Name]. My interest in this opportunity stems from [briefly explain your motivation and any relevant background].

As a [your current position or relevant experience], I believe I can contribute [describe what you can offer or the skills you possess]. My experience in [specific skills or sectors relevant to the intent] aligns well with [Organization's goals or mission].

I am particularly drawn to [mention specific aspects of the opportunity or organization that appeal to you], and I am eager to [state your intentions, e.g., collaborate, learn, etc.].

I appreciate your consideration of my letter of intent and look forward to the possibility of [state what you hope will happen next, e.g., discussing further, receiving feedback, etc.].

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Organization] (if applicable)