

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Letter of Intent
I am writing to express my intent to [describe your intent or purpose,
e.g., collaborate, establish a partnership, apply for a position, etc.]
with [Company/Organization Name].
1. Introduction
Provide a brief introduction about yourself or your organization.
2. Purpose of the Intent
Clearly outline the purpose of your letter and what you aim to achieve.
3. Background Information
Include any relevant background information that supports your intent.
4. Proposal Details
Describe the specifics of your proposal or intent, including any terms
and conditions if applicable.
5. Benefits
Highlight the mutual benefits of the proposal or collaboration.
6. Next Steps
Express your desired next steps and how you wish to proceed.
Thank you for considering my request. I look forward to your positive
response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title (if applicable)]
[Your Organization (if applicable)]