

[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 for [Purpose]

I am writing to express my intent to [briefly describe purpose, e.g., collaborate on a project, apply for a position, etc.] with [Company/Organization Name].

[Provide background information about yourself and your qualifications related to the purpose].

I believe that [explain your motivations and how this intent aligns with the company's goals/mission].

I am looking forward to the opportunity to discuss this further and explore potential collaborations. Thank you for considering my letter of intent.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]