

[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]