

[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],
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose, e.g., apply for admission, propose a partnership, etc.].

[Paragraph 1: Introduce yourself and provide background relevant to your intent.]

[Paragraph 2: Explain your specific goals and what you hope to achieve.]

[Paragraph 3: Outline any relevant experiences or qualifications that support your intent.]

[Paragraph 4: Conclude with a summary of your intent and any next steps or actions you would like to take.]

Thank you for considering my letter. I look forward to [next steps, e.g., discussing this further, your response, etc.].

Sincerely,
[Your Name]