

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

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

Dear [Recipient Name],

Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g., participate in, propose, collaborate on, etc.] regarding [specific project, program, or initiative] associated with [organization or context].

[Provide a brief background about yourself or your organization, including relevant experience or qualifications].

The purpose of this letter is to outline my intentions and to [mention any specific goals or contributions you hope to achieve]. I believe that [explain why this collaboration or initiative is important and how it aligns with both parties' goals].

I am looking forward to the opportunity to discuss this further and explore ways we can work together. Please let me know a suitable time for us to connect.

Thank you for considering my proposal.

Sincerely,

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