

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

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

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intention to [briefly state the purpose, e.g., apply for a position, participate in a project, etc.].

[Paragraph 1: Explain your interest in the opportunity and any relevant background information. Mention how you learned about it.]

[Paragraph 2: Detail your qualifications, skills, or experiences that make you a suitable candidate or participant. Mention any relevant achievements.]

[Paragraph 3: Highlight how you can contribute and any specific points you wish to discuss further. Mention your eagerness to collaborate or communicate.]

Thank you for considering my letter of intent. I look forward to the opportunity to discuss this matter further.

Sincerely,

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