

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

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

Dear [Recipient Name],

Subject: Letter of Intent for [Specific Purpose or Project]

I am writing to express my intent to [describe the purpose of the letter, e.g., engage in a partnership, submit a proposal, etc.] regarding [specific project or initiative] in alignment with [mention any relevant goals, such as PBI objectives or initiatives].

[Briefly outline your background, experience, and relevant qualifications related to the project or purpose. Include any pertinent details that showcase your intentions and your commitment to the objectives of PBI.]

In this context, I propose to [describe your vision or plan, including any specific actions or commitments you are willing to make]. I believe that my involvement will contribute significantly to [mention how it aligns with PBI goals or the benefits it may bring].

I look forward to the opportunity of collaborating with [Recipient Organization or specific individuals] to achieve our mutual objectives.

Please feel free to reach out to me at your earliest convenience to discuss this further or to arrange a meeting.

Thank you for considering my intent. I am excited about the potential for [mention the anticipated outcome or impact of the project].

Sincerely,

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