

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

Committee Chair

UUCC

[UUCC Address]  
[City, State, Zip Code]

Dear Committee Chair,

Subject: Letter of Intent

I am writing to express my intent to [briefly explain the purpose of your letter, e.g., apply for a position, propose a project, etc.]. I am particularly interested in [specific details related to UUCC], and I believe my skills and experiences align well with the goals of your organization.

[Here, provide a brief background about yourself or your organization. Highlight any relevant experiences, skills, or achievements that would benefit UUCC.]

I am looking forward to the opportunity to [further describe your intentions, what you hope to achieve or contribute, and how UUCC plays a role in this].

Thank you for considering my letter of intent. I am eager to discuss this further and explore how we can collaborate effectively.

Sincerely,

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