

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company/Organization 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., "partner with your organization on..."]. This letter serves to outline my interest and our proposed collaboration.

1. ****Introduction****

- Briefly introduce yourself and your organization.
- Highlight relevant experience or qualifications.

2. ****Purpose of Intent****

- Clearly state the purpose of the letter.
- Explain the goals you wish to achieve.

3. ****Proposed Collaboration****

- Describe the nature of the collaboration.
- Detail specific areas of partnership or project.

4. ****Benefits to Both Parties****

- Outline the mutual benefits of the proposed collaboration.

5. ****Next Steps****

- Suggest a meeting or discussion to further explore this opportunity.
- Provide your availability for follow-up.

Thank you for considering my proposal. I look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]