

[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 hope this letter finds you in great spirits. I am writing to express my intent to [state purpose, e.g., collaborate, invest, seek employment] with [Company/Organization Name].

[Provide background information, motivations, and relevant experiences related to the purpose of the letter.]

I believe that [explain how your intentions align with the recipient's goals or mission]. I am confident that our collaboration can lead to [mention potential outcomes/benefits].

Thank you for considering my proposal. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]
[Your Company (if applicable)]