

[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],

I am writing to express my intent to [briefly state the purpose, e.g., apply for a position, propose a partnership, etc.]. After [mention your experience or interest related to the purpose], I believe that [explain why you are interested, what you can offer, and how it aligns with the recipient's goals or interests].

I am particularly drawn to [mention specific aspects about the company/organization or role that attract you] and am eager to contribute [mention specific skills or experiences that you would bring].

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

Sincerely,

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