

[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 am writing to express my intent to [briefly describe the purpose, e.g., enter into an agreement, collaborate on a project, etc.]. This letter serves as a formal indication of my interest and outlines our proposed understanding.

[Paragraph 1: Provide background information and context related to the intent.]

[Paragraph 2: Detail the specifics of what you are proposing or seeking, including any important dates or conditions.]

[Paragraph 3: Explain why this proposal is beneficial for both parties.]

Thank you for considering my intent. I look forward to your response and the possibility of working together.

Sincerely,

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