

Sample Letter of Intent

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my intent to **[state your purpose, e.g., apply for a position, collaborate on a project, etc.]** with **[Company/Organization Name]**. I am excited about the opportunity to contribute to your team and believe that my skills and experiences align well with your goals.

Purpose of the Letter

- **Interest in Position/Project:** I am particularly interested in **[specific position or project]** because **[explain why you are interested and how it aligns with your goals]**.
- **Relevant Experience:** I have **[number]** years of experience in **[your field/industry]**, where I have developed skills in **[list relevant skills]**. My previous role at **[Your Previous Company]** allowed me to **[describe relevant experience or accomplishments]**.

Intent to Collaborate

I am eager to explore the potential for collaboration and to discuss how my background and expertise could be beneficial to **[Company/Organization Name]**. I believe that together we can achieve **[mention specific goals or outcomes]**.

Conclusion

Thank you for considering my letter of intent. I look forward to the opportunity to discuss my application further. Please feel free to contact me at your convenience to schedule a meeting.

Warm regards,

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