

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]

Re: Letter of Intent Regarding [Project Name or Position]

Dear [Recipient Name],

The purpose of this Letter of Intent is to formally express my interest in [entering into a business partnership / applying for the position of X / acquiring Property Y]. I believe that my background in [mention key skill or experience] makes me a strong candidate for this opportunity.

I am particularly interested in this collaboration because [state 1-2 specific reasons]. My primary objectives for this proposal include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

I am eager to discuss how we can move forward and would welcome the chance to provide further documentation or meet for an interview. Please let me know your availability for a follow-up conversation.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Typed Name]