

From

Name: _____

Address: _____

Date: _____

To

Name: _____

Address: _____

Mr./ Mrs./ Ms. _____:

I am writing this letter of intent for _____

I strongly believe that the opportunity is _____

Also, I would like to add that _____

If you need any more information in order to make your decision, please don't hesitate to contact me using the address provided above. Alternatively, you can reach me via email or phone during the following hours: _____. I have provided my remaining contact information in the signature of my letter.

Thank you for your time and consideration!

Sincerely,

Email: _____

Phone: _____