## **LETTER OF INTENT**

## **(EMPLOYMENT)**

[Your Name]

[Your Address]

To

[Recipient's Name]

[Recipient's Address]

**RE**: [SUBJECT]

**Dear** [Recipient's Name],

I [SENDER NAME] am writing to express my strong interest in the [POSITION] opportunity within your organization. I am confident that my qualifications, skills, and dedication make me an excellent candidate for this role.

I have experience in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

. My background in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 has prepared me to excel in this position and contribute to the success of your team.

In addition to my qualifications, I am highly motivated to stay current with industry best practices and emerging trends in [mention relevant field], as demonstrated by my previous experiences at [list relevant experiences and achievements].

I welcome the opportunity to discuss how my skills and background align with your organization's needs. Please feel free to contact me via phone at [PHONE NUMBER] or by email at [EMAIL ADDRESS] to schedule a conversation or interview at your convenience.

Thank you for considering my application.

Sincerely,

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name in Print**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_