

To,

Name of Receiver,

Designation of Receiver,

Address and date.

From,

Sender's Name,

Sender's Designation.

Subject: Letter of Intent for (Insert Your Purpose here)

Greetings, to whom it may concern,

In response to the advertised position/opening/admission call; It is stated that i am highly interested in the (advertised vacancy, or scholarship). I have carefully gone through all the pre-requisites and I'm glad to inform you that i can be a potential candidate for this post. Please consider my application for further due diligence.

Best Regards,

Applicant's Name.