

# Letter of Intent - Sample

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[Your Street Address]  
[Your City, ST Zip Code]

[Month Day, Year]

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address of Company]  
[City, ST Zip Code of Company]

To Whom It May Concern:

*This letter is written as a reply to any advertisement in [Source of Information] that appeared on [Date of Advertisement].*

*In this paragraph you will write your intent for writing this letter or state what you have decided to respond in response to that specific advertisement etc. In this paragraph you will write your intent for writing this letter or state what you have decided to respond in response to that specific advertisement etc. In this paragraph you will write your intent for writing this letter or state what you have decided to respond in response to that specific advertisement etc. In this paragraph you will write your intent for writing this letter or state what you have decided to respond in response to that specific advertisement etc.*

*In this paragraph try to convince the recipient that you can best perform that job or how your intention can be beneficial for the advertising person. In this paragraph try to convince the recipient that you can best perform that job or how your intention can be beneficial for the advertising person. In this paragraph try to convince the recipient that you can best perform that job or how your intention can be beneficial for the advertising person. In this paragraph try to convince the recipient that you can best perform that job or how your intention can be beneficial for the advertising person. Thank you.*

Sincerely,

[Signature]

[Your Name]

