

Expression of Intent

Date:

To:

From:

Subject:

Dear ,

I am writing to formally express my intent to .

The purpose of this expression is to indicate my interest and intention regarding the aforementioned matter. I am committed to abiding by all the necessary requirements and collaborating effectively to ensure a successful outcome.

Should you require any additional information or clarification, please feel free to contact me at your convenience.

Thank you for considering my expression of intent.

Sincerely,