

Letter of Intent

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the Undergraduate Research Fellowship at [Institution/Organization Name]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University]. I am particularly interested in [briefly explain your research interest].

This fellowship aligns perfectly with my academic and career goals, providing me the opportunity to engage in meaningful research while advancing my skills in [relevant skills]. Over the past [duration], I have gained experience in [mention any relevant experience, projects, or coursework].

I am eager to contribute to [specific research projects or faculty member's work] and believe that my background in [mention relevant skills or experiences] will allow me to make a valuable contribution to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my potential contributions further.

Sincerely,

[Your Name]