Sample letter of Intent

[Date]

Town of Machias, Maine

P.O. Box 418

Machias, Maine 04654

I [insert name here] am interested in serving the community of Machias. [Please tell us a little about yourself.] I have a background in [ fill in the blank] or my interests are [fill in the blank].

Please consider me for a position on/with [insert committee you are interested in].

Please sign and date.

Make sure you include your address and phone number so we know how to contact you.