

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g., collaborate, enter into a mutual agreement, etc.] with [Recipient's Company/Organization Name]. This letter serves as an initial framework for our discussions regarding [specific project, agreement, or partnership].

1. **\*\*Parties Involved\*\***

[Your Company Name] and [Recipient's Company Name].

2. **\*\*Purpose\*\***

The purpose of this agreement is to [briefly outline the objective of the agreement].

3. **\*\*Key Terms\*\***

[Outline the key terms of the proposed agreement, such as duration, responsibilities, and financial considerations.]

4. **\*\*Non-Binding Nature\*\***

This Letter of Intent is non-binding and is intended solely as a basis for further discussion and negotiation.

5. **\*\*Next Steps\*\***

I propose we schedule a meeting to discuss this in more detail. Please let me know your availability.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]