

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

Dear [Recipient Name],

Subject: Letter of Intent for Collaboration

I am writing to express [Your Organization]'s intent to collaborate with [Recipient Organization] on [Project/Area of Collaboration] that aims to achieve [specific goals or outcomes].

We believe that our respective strengths in [mention relevant expertise or resources] will enable us to create a successful partnership. Our proposed collaboration will involve [briefly outline the scope of collaboration, roles, and responsibilities].

We are eager to explore the potential of this collaboration and would like to schedule a meeting to discuss our ideas further. We propose [suggest a date and time for the meeting] but are open to any time that suits you.

Thank you for considering this opportunity. We look forward to the possibility of working together and making a meaningful impact.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]