

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

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

Dear [Recipient Name],

Subject: Letter of Intent for [Business Proposal Title]

I am writing to express my intent to engage in a business partnership regarding [brief description of the proposed business opportunity]. Our organization, [Your Company Name], specializes in [brief overview of your company and its expertise]. We believe that collaborating with [Recipient Company Name] could yield substantial mutual benefits by [mention potential benefits or goals].

The purpose of this letter is to outline the preliminary terms that would serve as a basis for our future discussions and negotiations, including:

1. ****Scope of Collaboration****: [Details about the specific areas of collaboration]
2. ****Timeline****: [Outline any initial timelines or deadlines]
3. ****Investment and Funding****: [Outline any potential financial contributions from either party]
4. ****Roles and Responsibilities****: [Briefly describe expected roles of both parties]

We are eager to discuss this proposal further and explore how we can work together to achieve our respective goals. I propose we schedule a meeting to discuss this in greater detail at your earliest convenience.

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

Sincerely,

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