

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

Dear [Partner's Name],

Subject: Letter of Intent for Business Partnership

I am writing to express my intent to establish a business partnership between [Your Company] and [Partner's Company]. Our companies share a common vision and values, and I believe that collaborating could lead to significant mutual benefits.

Purpose of Partnership:

The primary goal of our collaboration would be to [briefly describe the purpose and objectives of the partnership].

Proposed Structure:

We envision a partnership that includes the following elements:

- [Element 1]
- [Element 2]
- [Element 3]

Mutual Benefits:

Both parties stand to gain from this partnership in the following ways:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Next Steps:

I would like to propose a meeting to discuss this opportunity further and finalize the details of our partnership. Please let me know your availability, and I will do my best to accommodate.

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

Sincerely,

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