

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

[Recipient Name]  
[Company 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., "enter into a business collaboration" or "discuss a potential partnership"] with [Company Name]. This letter serves as a preliminary agreement outlining our mutual interests and objectives.

1. **Overview**

[Provide a brief overview of the proposed partnership or collaboration, including any relevant background information.]

2. **Objectives**

[List the specific goals both parties hope to achieve through this collaboration.]

3. **Scope**

[Define the scope of the collaboration, including key activities, timelines, and responsibilities of each party.]

4. **Confidentiality**

[Include a statement regarding the confidentiality of shared information during discussions.]

5. **Next Steps**

[Outline the next steps to formalize the agreement, such as meetings, due diligence, or contract drafting.]

We believe that this partnership has the potential to [mention any potential benefits, such as drive growth, enhance service offerings, etc.]. I look forward to your positive response and to working together to explore this opportunity further.

Thank you for considering this proposal.

Sincerely,

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