

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

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

Subject: Letter of Intent

Dear [Recipient Name],

I am writing to formally express my intent to engage in [briefly describe the purpose - e.g., a transaction, partnership, etc.]. This letter serves as an initial document outlining our intentions and the proposed terms for our potential agreement.

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

- [Your Name/Your Company Name]
- [Recipient's Name/Recipient's Company Name]

2. ****Purpose****

- [Explain the purpose of the intent, e.g., buying/selling property, establishing a partnership, etc.]

3. ****Proposed Terms****

- [Detail any specific terms you wish to propose, if any.]

4. ****Confidentiality****

- [Include a statement about confidentiality, if applicable.]

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

- [Outline the next steps or timelines for communication or action.]

This letter is non-binding and serves only as an expression of our mutual interest. I look forward to working together and discussing in detail how we can move forward.

Thank you for considering this letter of intent. Please feel free to reach out at your convenience to discuss this further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]