

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Organization 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., collaborate, partner, etc.] with [Recipient Organization] in the area of [specific area of interest].

1. **\*\*Introduction\*\***

- Brief background about your organization
- Purpose of the letter

2. **\*\*Objectives\*\***

- Clearly outline the objectives of the proposed collaboration

3. **\*\*Scope of Collaboration\*\***

- Detail the specific areas of collaboration, potential projects, and expected outcomes

4. **\*\*Benefits\*\***

- Explain the mutual benefits for both organizations

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

- Suggest a meeting or discussion to further outline the collaboration

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

Sincerely,

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