

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

Dear [Recipient Name],

Subject: Letter of Intent for DVD Production

I am writing to express my intent to engage in a collaborative effort regarding the production of a DVD project titled "[Project Title]." This production aims to [briefly explain the purpose or theme of the DVD]. We believe that [Company Name] possesses the expertise and resources that would greatly contribute to the quality and success of this project. Our team is committed to delivering a final product that meets both our standards and the expectations of our audience.

To facilitate this collaboration, we propose the following key points for consideration:

1. Scope of Production
2. Timeline for Project Completion
3. Budget Estimates
4. Roles and Responsibilities

We are excited about the potential of this project and would appreciate the opportunity to discuss it further. Please let me know a convenient time for us to meet or have a conversation.

Thank you for considering our proposal. I look forward to your favorable response.

Sincerely,

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