

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

Dear [Recipient Name],

Subject: Letter of Intent for EHR Integration

I am writing to express our intention to proceed with the integration of electronic health records (EHR) between [Your Organization] and [Recipient Organization]. This collaboration aims to enhance patient care, streamline operations, and improve data accessibility for both organizations.

Objectives:

1. To improve patient data sharing and accessibility.
2. To ensure compliance with relevant healthcare regulations and standards.
3. To enhance the coordination of care between our institutions.

Timeline:

We propose to initiate the integration process by [proposed start date] and aim to complete the project by [proposed completion date].

Scope of Work:

- Assessment of current EHR systems.
- Development of a detailed integration plan.
- Implementation of interconnectivity protocols.
- Staff training and system testing.

We believe that this partnership will significantly benefit our organizations and the communities we serve. We look forward to discussing the specifics of this integration further.

Thank you for considering this opportunity. Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]