

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intention to [briefly state your intent, e.g., enter into a business partnership, submit a proposal, etc.]. This letter serves as an indication of my commitment to pursue discussions and the possibility of a formal agreement regarding [specific details of the venture or collaboration].

[Provide additional context about your background, qualifications, and why you are interested in this opportunity.]

The key areas I would like to address include:

1. [First key point]
2. [Second key point]
3. [Third key point]

I believe that this opportunity could benefit both parties by [explain potential benefits or outcomes].

Please let me know a convenient time for us to discuss this matter further. I look forward to your response.

Thank you for considering my intent.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name] (if applicable)