

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

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

Dear [Recipient Name],

Subject: Letter of Intent

I am writing to express our intent to [briefly state the purpose, e.g., enter into a partnership, propose a project, etc.].

1. ****Overview****

[Provide a brief overview of the proposal and the opportunity at hand.]

2. ****Objectives****

[List the goals and objectives of the proposed collaboration.]

3. ****Scope of Work****

[Outline the key elements of the project or partnership, including any deliverables and timelines.]

4. ****Mutual Benefits****

[Explain the anticipated benefits for both parties involved.]

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

[Suggest how you would like to proceed, such as scheduling a meeting or providing further documentation.]

Thank you for considering this proposal. I look forward to your positive response and the opportunity to discuss this further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]