

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

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

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express [Your Company's Name]'s intention to [briefly describe the purpose of the letter, e.g., engage in a partnership, acquisition, etc.]. This letter serves as a preliminary agreement outlining the key terms and objectives of our proposed collaboration.

1. **Overview of Intent**

Describe the purpose and nature of the proposed agreement.

2. **Key Terms**

Outline the primary terms, responsibilities, and expectations of both parties.

3. **Timeline**

Provide an anticipated timeline for discussions or execution of the agreement.

4. **Confidentiality**

State any confidentiality provisions to protect shared information.

5. **Next Steps**

Suggest a time for a meeting or further discussions to finalize details. Thank you for considering this proposal. We look forward to your positive response and the potential for a mutually beneficial partnership.

Sincerely,

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