

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
Subject: Letter of Intent

I am writing to express my intent to [briefly describe the purpose, e.g., enter into a partnership, purchase property, etc.]. This Letter of Intent outlines my understanding and preliminary terms of the agreement.

1. **\*\*Parties Involved\*\***

- [Your Name or Your Company]
- [Recipient's Name or Recipient's Company]

2. **\*\*Purpose\*\***

- [Describe the purpose and any relevant details]

3. **\*\*Proposed Terms\*\***

- [Outline key terms and conditions]

4. **\*\*Confidentiality\*\***

- [Include details about confidentiality expectations if applicable]

5. **\*\*Non-Binding Nature\*\***

- [State whether this letter is non-binding or if certain sections are binding]

6. **\*\*Timeline\*\***

- [Provide any relevant timelines or deadlines]

I look forward to discussing this further and hope to finalize an agreement that is beneficial for both parties. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering my proposal.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company/Organization Name, if applicable]