

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

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express our interest in [briefly outline the purpose, e.g., the potential partnership, acquisition, collaboration, etc.]. We believe that our organizations share common goals, which could lead to mutual benefits.

[Provide a brief overview of your company and its interest in the proposal.]

We are eager to explore this opportunity further and would like to propose a meeting to discuss the specifics.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

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