

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Letter of Intent for [Property Address/Project Name]

I am writing to express my interest in [briefly describe the property or project].

1. **Background**:

[Provide a brief background on your company/yourself and any relevant experience.]

2. **Purpose**:

[State the purpose of the letter and what you hope to achieve, such as negotiating a lease, purchase, or other arrangement.]

3. **Terms of Intent**:

a. **Property Description**: [Briefly describe the property.]

b. **Proposed Terms**: [Outline any proposed terms, including price, duration, and other conditions.]

4. **Next Steps**:

[Indicate your desire for a meeting or further discussion to finalize details.]

Thank you for considering this letter of intent. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]