

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for IT Services

We, [Your Company Name], are pleased to express our intent to provide comprehensive IT services to [Recipient's Company]. Our proposal outlines our capabilities to enhance your technology infrastructure and support your business objectives.

Scope of Services:

1. Network Management
2. Cybersecurity Solutions
3. Cloud Services
4. IT Support and Maintenance
5. Software Development

Our team, with extensive experience in the IT sector, is committed to delivering innovative solutions tailored to your unique needs. We believe that our collaboration can enhance operational efficiency and drive growth for [Recipient's Company].

We look forward to discussing this opportunity further and hope to finalize our partnership soon.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]