

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

[Recipient Name]
[Recipient Title]

JCPenney

[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose - e.g., establish a partnership, propose a business deal, etc.] with JCPenney. [In the following paragraphs, provide more details about your proposal, including the scope, benefits, and any relevant background information.] I believe that this collaboration can benefit both parties by [explain potential benefits and synergies].

I look forward to the possibility of discussing this proposal further and am open to scheduling a meeting at your earliest convenience.

Thank you for considering my intent.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]