

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose of the letter, e.g., enter into a collaboration, propose a business agreement, etc.]. This letter serves as a preliminary outline of our intentions and commitments regarding this potential opportunity.

1. **Overview of Proposal**

[Provide a brief overview of the proposal or project, including desired outcomes and benefits.]

2. **Objectives**

[List specific objectives you aim to achieve through this collaboration or agreement.]

3. **Scope of Work**

[Outline the scope of work, including key activities and responsibilities of each party involved.]

4. **Timeline**

[Provide an estimated timeline for the proposed project or collaboration.]

5. **Confidentiality Agreement**

[Mention if a mutual confidentiality agreement is intended to be established.]

6. **Next Steps**

[Propose next steps, such as scheduling a meeting to discuss the details further.]

I appreciate your consideration of this letter of intent. I look forward to your positive response and hope to discuss this matter in further detail.

Thank you for your time.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]