

[Government of Jharkhand Letterhead]

[Date]

[Recipient Name]

[Recipient Designation]

[Recipient Organization]

[Recipient Address]

Subject: Letter of Intent for [Project/Proposal Name]

Dear [Recipient Name],

We are pleased to inform you that the Government of Jharkhand intends to partner with [Recipient Organization] in pursuit of [specific goals/projects]. This letter serves as an expression of our intent to collaborate and outlines our preliminary understanding of the partnership.

1. **Purpose of Collaboration**:

This collaboration aims to [briefly describe the aim of the partnership].

2. **Scope of Work**:

The key areas of focus will include:

- [Area 1]
- [Area 2]
- [Area 3]

3. **Expectations**:

We anticipate [describe what is expected from both parties].

4. **Timeline**:

The intended timeline for this collaboration is [insert timeline].

5. **Next Steps**:

We suggest a meeting to discuss the details and formalize our partnership further. Please let us know your available dates. We look forward to a successful collaboration with [Recipient Organization] to achieve our mutual objectives.

Sincerely,

[Your Name]

[Your Designation]

[Department Name]

Government of Jharkhand

[Contact Information]