

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

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Company Address]

[City, State, Zip Code]
Subject: Letter of Intent

Dear [Recipient Name],

I am writing to express my intent to [state the purpose of the letter, e.g., collaborate, establish a partnership, pursue a business opportunity, etc.].

[Provide background information and context related to your intent.

Elaborate on your interest and any relevant details that support your intent.]

We believe that our [mention strengths, resources, or expertise] aligns well with your [mention recipient's company strengths or goals].

[Include any specific proposals or requests, as well as potential benefits for both parties involved.]

We look forward to the opportunity to discuss this further and explore the possibilities for collaboration.

Thank you for considering our proposal.

Sincerely,

[Your Name]
[Your Title]
[Your Company]