

[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 intention to [briefly state the purpose of the letter]. This letter serves as a formal declaration of my commitment to [specific project, partnership, or agreement].

[Provide a brief overview of the context and background related to your intent.]

The key points of this letter of intent are as follows:

1. **\*\*Objective\*\***: [Clearly state the main objective.]
2. **\*\*Scope\*\***: [Outline the scope of the intended project or agreement.]
3. **\*\*Timeline\*\***: [Provide an overview of the expected timeline.]
4. **\*\*Terms\*\***: [Highlight any preliminary terms or conditions if applicable.]

I look forward to discussing this further and initiating the next steps towards [specific goal]. Thank you for considering my intent.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company/Organization, if applicable]