

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Subject: Letter of Intent for [Specific Purpose]

Dear [Recipient Name],

I am writing to express our intent to [briefly describe the purpose, e.g., "enter into a partnership," "propose a business agreement," etc.] between [Your Company Name] and [Recipient Company Name].

[Paragraph 1: Briefly outline your company's background and its relevance to the purpose of the letter.]

[Paragraph 2: Describe the intended collaboration or agreement, including the benefits to both parties.]

[Paragraph 3: Mention any terms or conditions that you foresee as part of this agreement.]

[Paragraph 4: Express your enthusiasm for the potential collaboration and willingness to discuss further.]

We believe that this partnership will be mutually beneficial, and we look forward to your feedback. Please feel free to reach out at your convenience to discuss this matter further.

Thank you for considering our proposal.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]