

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

[Recipient's Name]  
[Recipient's Title]

NTPC Limited

[Office Address]  
[City, State, Zip Code]

Subject: Letter of Intent

Dear [Recipient's Name],

I, [Your Name], am pleased to submit this Letter of Intent (LOI) to [briefly describe the purpose, e.g., enter into a contract, partnership, collaboration, etc.] with NTPC Limited.

1. **\*\*Overview\*\***

This LOI outlines our mutual interest in [describe the project or initiative] and expresses the intent to proceed with discussions toward a formal agreement.

2. **\*\*Objectives\*\***

Our primary objectives are as follows:

- [Objective 1]
- [Objective 2]
- [Objective 3]

3. **\*\*Timeline\*\***

We propose the following timeline for our discussions and potential agreement:

- Initial discussions by [date]
- Draft agreement by [date]
- Final agreement by [date]

4. **\*\*Confidentiality\*\***

Both parties agree to maintain confidentiality regarding any proprietary information shared during this process.

5. **\*\*Next Steps\*\***

We look forward to your response and hope to schedule a meeting to discuss this further.

Thank you for considering this proposal. We are excited about the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]