

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

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

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

Dear [Recipient's Name],

Subject: Letter of Intent for Venture Partnership

I am writing to express my intent to engage in a venture partnership between [Your Company Name] and [Recipient's Company Name]. Our organizations share a common vision and complementary strengths that we believe can create significant value in [specific area/industry].

The focus of our proposed collaboration includes:

1. **Overview of the Venture:**

- Brief description of the project or venture.

2. **Objectives:**

- Key goals we aim to achieve together.

3. **Roles and Responsibilities:**

- Outline of the responsibilities expected from each party.

4. **Timeline:**

- Proposed timeline for the project commencement and milestones.

5. **Funding and Investment:**

- Summary of financial commitments and investment expectations.

6. **Legal Considerations:**

- Preliminary agreements regarding confidentiality and intellectual property.

This Letter of Intent serves as a foundation for discussions and is not a binding agreement. We are eager to initiate discussions to finalize the terms and details of our prospective partnership.

Please let me know a suitable time for us to meet and discuss this exciting opportunity further. I look forward to your positive response.

Thank you for considering this partnership.

Sincerely,

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