

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Business Name]  
[Recipient's Business Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Intent (NWI) to Establish a New Business

I hope this letter finds you well. I am writing to formally inform you of my intent to establish a new business, [Your Business Name], located at [Business Address].

[Your Business Name] will provide [brief description of the products/services offered], and aims to [brief statement of business goals, target market, or community impact].

We plan to commence operations on [Start Date], and we are currently in the process of finalizing necessary arrangements, including securing permits and licenses required by local and state regulations.

We believe our business will bring valuable contributions to the community and foster economic growth. We welcome collaboration and any guidance you may offer as we finalize our plans.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Business Name]