

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: Letter of Intent

I am writing to formally express my intent to [briefly state the purpose; e.g., purchase, partner, collaborate] with [Company/Organization Name]. The purpose of this letter is to outline the preliminary terms and conditions under which we intend to proceed. We are enthusiastic about the opportunity to [briefly describe the business opportunity/relationship].

[Provide a concise overview of what you hope to achieve or propose, including key details applicable to your intent.]

We believe that this collaboration will be mutually beneficial and lead to [mention potential benefits].

Please consider this letter as a starting point for further discussions. I look forward to your response and hope to schedule a meeting to discuss this proposal in more detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name] (if applicable)