

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Partner's Name]
[Partner's Title]
[Partner's Company]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Letter of Intention for Partnership

I hope this message finds you well. I am writing to express our intention to explore a potential partnership between [Your Company] and [Partner's Company].

We believe that combining our strengths could create significant value for both organizations. [Briefly outline your company's expertise and value proposition].

In this regard, we propose a meeting to discuss potential collaboration opportunities, including [list specific ideas or areas of interest].

We look forward to the possibility of working together to achieve mutual goals and enhance our market presence. Please let us know your available dates for a meeting.

Thank you for considering this opportunity.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title]
[Your Company]