

[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],

I am writing to express my intent to open a business in [specific industry/field] within [location]. My vision for this business, [Business Name], is to [briefly describe the purpose and goals of the business]. The services/products offered will include [list key services/products], targeting [describe target audience]. I believe that this venture will not only meet the needs of our community but also contribute positively to the local economy.

I plan to [outline any plans for funding, partnerships, or community involvement]. My goal is to launch the business by [projected launch date] and I am committed to complying with all necessary regulations and obtaining the required permits.

I look forward to the opportunity to discuss my business plan further and to explore any potential synergies with [Recipient's Company/Organization]. Thank you for considering my intent to establish this business.

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Business Name (if applicable)]  
[Website (if applicable)]