

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

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

Dear [Recipient Name],

Subject: Letter of Intent for Partnership

We are pleased to submit this Letter of Intent (LOI) to express our interest in forming a partnership between [Your Company Name] and [Recipient Company Name]. This letter outlines our mutual understanding of a potential collaboration and the preliminary terms of our partnership.

1. ****Purpose****

The purpose of this partnership is to [briefly describe the goals and objectives of the partnership].

2. ****Scope of Partnership****

The partnership will encompass:

- [Detail specific areas of collaboration or joint activities]
- [Outline any relevant projects or initiatives]

3. ****Roles and Responsibilities****

- [Your Company Name] will [describe your responsibilities].
- [Recipient Company Name] will [describe their responsibilities].

4. ****Timeline****

We propose to begin discussions by [start date] and aim to finalize a formal agreement by [target completion date].

5. ****Confidentiality****

Both parties agree to maintain confidentiality regarding proprietary information shared during negotiations.

6. ****Non-Binding Agreement****

Please note that this LOI serves as a non-binding expression of intent and is subject to further formal agreements.

We are excited about the potential of this partnership and believe it can lead to mutual benefits for both companies. We look forward to your thoughts and to potentially moving forward together.

Thank you for considering our proposal.

Sincerely,

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