

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Letter of Intent

I am writing to express my intention to [briefly state purpose, e.g., enter into a partnership, acquire a company, etc.] with [Company Name]. This letter serves as a formal statement of my intent to pursue [specific goals or projects related to your intention].

Key terms I propose are as follows:

1. [Term 1: Description]
2. [Term 2: Description]
3. [Term 3: Description]

I believe that our collaboration could yield significant mutual benefits, and I am excited about the possibility of working together. I would appreciate the opportunity to discuss this further and hopefully reach a mutually agreeable arrangement.

Please let me know a convenient time for us to meet and discuss this letter of intent in more detail.

Thank you for considering this proposal. I look forward to your response.
Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name, if applicable]