

[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

1. ****Introduction****

- Briefly introduce yourself and state the purpose of the letter.

2. ****Background Information****

- Provide context or background relevant to the intent.

3. ****Statement of Intent****

- Clearly state your intent and what you hope to achieve.

4. ****Outline of Key Points****

- List the main points or terms you wish to propose or discuss.

5. ****Proposed Next Steps****

- Suggest possible next steps or actions to move forward.

6. ****Conclusion****

- Summarize your intent and express enthusiasm for potential collaboration.

Thank you for considering my letter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]