

[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\*\***

- Brief introduction of yourself and the purpose of the letter.

2. **\*\*Background\*\***

- Provide context or background information relevant to the intent.

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

- Clearly state your intent or purpose, detailing what you hope to achieve.

4. **\*\*Proposed Terms\*\***

- Outline any specific terms or conditions you propose related to your intent.

5. **\*\*Next Steps\*\***

- Suggest the next steps or actions you anticipate.

6. **\*\*Closing\*\***

- Thank the recipient and express your hope for a positive response.

Sincerely,

[Your Name]