

[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 describe the purpose, such as "submit an offer for the property located at [property address]" or "enter into negotiations regarding the purchase of [describe item/service]"].

This letter serves as a formal indication of my interest and outlines the preliminary terms and conditions associated with my offer:

1. ****Offer Amount****: [Specify the monetary amount or terms]
2. ****Proposed Closing Date****: [Indicate when you intend to finalize the deal]
3. ****Conditions****: [List any conditions or contingencies applicable]
4. ****Confidentiality****: [Mention if applicable]
5. ****Expiration Date****: [Provide a timeline for the letter's validity, if necessary]

I believe this proposal offers mutual benefits and I am looking forward to discussing this in further detail at your earliest convenience. Please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]