

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

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

I am writing to express my intent to [briefly state the purpose, e.g., engage in a partnership, explore a business collaboration, etc.] between [Your Company/Organization Name] and [Recipient's Company/Organization Name].

[Paragraph 1: Briefly introduce yourself and your organization, including relevant background information.]

[Paragraph 2: Outline the purpose of the collaboration or agreement, including specific goals, benefits, and mutual interests.]

[Paragraph 3: Mention any relevant timelines, terms, or conditions that should be considered.]

[Paragraph 4: Express enthusiasm about the opportunity and a willingness to discuss details further.]

Thank you for considering this proposal. I look forward to your response and hope to discuss this opportunity in detail soon.

Sincerely,

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