

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Partnership

We are excited to express our intention to establish a strategic partnership between [Your Company Name] and [Recipient Company Name]. This letter outlines our mutual interests and intent to collaborate on [briefly describe the purpose or nature of the partnership].

1. ****Objectives****:

Our primary goals for this partnership include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

2. ****Scope of Partnership****:

We propose to work together on [details of the collaboration], leveraging our respective strengths in [describe each company's strengths related to the partnership].

3. ****Roles and Responsibilities****:

Each party will undertake specific roles to ensure the success of our partnership. [Briefly outline key roles and responsibilities, if applicable.]

4. ****Timeline****:

We anticipate the following timeline for the initial phases of our partnership:

- [Milestone 1: Date]
- [Milestone 2: Date]
- [Milestone 3: Date]

5. ****Confidentiality****:

Both parties agree to maintain confidentiality regarding proprietary information shared during our collaboration.

6. ****Next Steps****:

We would like to schedule a meeting to discuss this proposal in detail and explore the potential for this partnership. Please let us know your availability in the coming weeks.

We believe that a partnership between [Your Company Name] and [Recipient Company Name] has the potential to yield significant benefits for both parties. We look forward to your positive response.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]