

[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

I am writing to express my intent to [briefly state the purpose of the letter, e.g., enter into a partnership, invest in a project, etc.] with [Company/Organization Name].

[Provide a brief overview of your background and qualifications relevant to the purpose of the letter. Explain why you are interested in this collaboration and what you aim to achieve.]

I believe that our collaboration could lead to [highlight potential benefits or goals of the partnership]. I am committed to ensuring a successful outcome for both parties involved.

Please feel free to reach out to me at your earliest convenience to discuss this proposal in further detail. I look forward to the possibility of working together.

Thank you for considering this letter of intent.

Sincerely,

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