

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for RFP Submission

We are pleased to submit this Letter of Intent (LOI) in response to the Request for Proposal (RFP) [RFP Number/Title], issued on [RFP Issue Date]. As a [Your Company's Description], we are excited about the opportunity to partner with [Recipient Company] to [Briefly Describe the Purpose/Scope of Services].

Our team has reviewed the specifications outlined in the RFP, and we are confident in our ability to deliver [Brief Overview of Key Deliverables or Services]. We are committed to providing high-quality solutions that meet your expectations and contribute to the success of [Recipient Company].

We intend to submit a comprehensive proposal by the deadline of [Proposal Submission Deadline] and look forward to the opportunity to discuss how we can work together effectively. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for considering our intent to submit a proposal. We appreciate the opportunity to participate in this process and look forward to the possibility of collaborating with [Recipient Company].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]