

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for UV Light System Installation

I am writing to express our intent to proceed with the installation of a UV light system at [Location/Facility Name] as discussed in our previous meetings.

We believe that the implementation of this system will significantly enhance our operational efficiency and ensure a safer environment by effectively addressing [specific needs or issues the system will resolve].

We have reviewed the project scope and are prepared to initiate the following steps:

1. Finalizing project specifications and timelines
2. Coordinating with your team to assess site readiness
3. Securing the necessary permits and approvals

We are committed to a collaborative approach and look forward to working closely with your team throughout this process. Please let us know a convenient time for you to discuss the next steps in detail.

Thank you for considering our proposal.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]