

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for VR Headset Donation

I am writing to express our interest in partnering with [Recipient's Organization] to donate virtual reality (VR) headsets to support [describe the purpose, e.g., educational programs, therapeutic initiatives, etc.]. Our organization, [Your Organization], is dedicated to [briefly explain your organization's mission and vision].

We believe that VR technology can significantly enhance [describe the specific benefits relevant to the recipient's target audience, e.g., learning experiences, therapeutic outcomes, etc.]. Our proposed donation includes [number of headsets, model, etc.], which we feel would greatly contribute to [specific goals or programs].

We are eager to work collaboratively with you to ensure this donation aligns with your needs and that we maximize its impact. Additionally, we are open to discussing any supportive resources or training that may accompany the donation to ensure a seamless integration into your programs.

We would appreciate the opportunity to further discuss this proposal and explore how we can collaborate effectively. I will follow up with your office next week, but please feel free to reach out to me directly at [your phone number] or [your email].

Thank you for considering our proposal. We look forward to the possibility of working together to provide innovative solutions through VR technology.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]