

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

[Recipient's Name]  
[Recipient's Title]  
[J. Crew Group, Inc.]  
[Company Address]

[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Letter of Intent

I am writing to express my intent to [briefly describe the purpose of the letter, e.g., enter into a partnership, outline a business proposal, etc.].

[Paragraph 1: Provide background information about your company or yourself and state your interest in collaborating with J. Crew.]

[Paragraph 2: Detail the main points of your proposal, including potential benefits and objectives.]

[Paragraph 3: Mention any next steps or requests for further discussion or meetings.]

Thank you for considering this proposal. I look forward to the opportunity to discuss this further.

Sincerely,

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