

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Letter of Intent

1. ****Introduction****

- State the purpose of the letter.
- Briefly introduce yourself and your organization.

2. ****Background****

- Provide context or background information relevant to the intent.
- Mention any previous interactions or relevant experiences.

3. ****Objective****

- Clearly outline the goals of the letter.
- Specify what you intend to achieve with this letter of intent.

4. ****Proposed Actions****

- Describe the actions you propose to take.
- Include any relevant timelines or milestones.

5. ****Collaboration/Partnership****

- Discuss potential collaboration or partnership opportunities.
- Highlight mutual benefits and shared values.

6. ****Conclusion****

- Reiterate your enthusiasm for the proposed idea.
- Invite the recipient to discuss further or provide feedback.

Thank you for considering this letter of intent. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]