

**\*\*Letter of Intent Outline\*\***

**1. \*\*Header\*\***

- Your Name
- Your Address
- Your City, State, ZIP Code
- Your Email
- Your Phone Number
- Date

**2. \*\*Recipient Information\*\***

- Recipient's Name
- Recipient's Title
- Company/Organization Name
- Address
- City, State, ZIP Code

**3. \*\*Subject Line\*\***

- "Letter of Intent"

**4. \*\*Salutation\*\***

- Dear [Recipient's Name],

**5. \*\*Introduction\*\***

- Purpose of the letter
- Brief introduction of yourself or your organization

**6. \*\*Background Information\*\***

- Context or motivation for the intent
- Relevant experience or qualifications

**7. \*\*Objectives\*\***

- Clear statement of what you intend to achieve
- Any specific proposals or ideas

**8. \*\*Scope and Details\*\***

- Outline of the areas you wish to cover
- Any terms and conditions, if applicable

**9. \*\*Conclusion\*\***

- Reiteration of interest
- Invitation for further discussion or questions

**10. \*\*Closing\*\***

- Sincerely/Best regards,
- Your Name
- Your Title (if applicable)
- Your Organization (if applicable)