

```\n

| A | B | C | D | E |

|-----|-----|-----|

|-----|-----|-----|

| Date | [Insert Date] | | | |

| | | | |

| To | [Recipient's Name] | | | |

| | [Recipient's Title] | | | |

| | [Company Name] | | | |

| | [Address Line 1] | | | |

| | [Address Line 2] | | | |

| | [City, State, Zip Code] | | | |

| | | | |

| From | [Your Name] | | | |

| | [Your Title] | | | |

| | [Your Company Name] | | | |

| | [Your Address Line 1] | | | |

| | [Your Address Line 2] | | | |

| | [Your City, State, Zip Code] | | | |

| | | | |

| Subject | Letter of Intent | | | |

| | | | |

| Body | Dear [Recipient's Name], | | | |

| | | | |

| | [Introduction Paragraph] | | | |

| | | | |

| | [Purpose of the letter] | | | |

| | | | |

| | [Details about the intention] | | | |

| | | | |

| | [Closing statement] | | | |

| | | | |

| | Sincerely, | | | |

| | [Your Name] | | | |

| | [Your Title] | | | |

| | [Your Company Name] | | | |

| | [Your Contact Information] | | | |

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