

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
Subject: Letter of Intent

I am writing to express our intent to [describe purpose, e.g., collaborate on a joint venture, explore a partnership, propose a merger, etc.]. We believe that a collaboration between [Your Company] and [Recipient's Company] would be mutually beneficial, aligning with our strategic goals and shared values.

[Briefly outline your company's background and expertise relevant to the proposal.]

Our proposal includes the following key points:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

We are excited about the potential of this collaboration and are keen to discuss it further. We propose scheduling a meeting at your earliest convenience to explore this opportunity in detail.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title]  
[Your Company]