

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state the purpose, e.g.,
"collaborate with your organization on..."].

[Paragraph 1: Provide background information about yourself or your
organization and the reason for this letter.]

[Paragraph 2: Outline the main points of your proposed collaboration or
agreement, including objectives and benefits.]

[Paragraph 3: Specify any additional details relevant to the intent, such
as timelines, expectations, and next steps.]

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

Sincerely,

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