

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

[Date]
[Recipient Name]
[Recipient Title]
[ZDF]

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state your purpose, e.g.,
"collaborate with ZDF on a new project," "explore partnership
opportunities," etc.].

[Provide background information about yourself/your organization and its
relevance to ZDF.]

The proposed [project/partnership] aims to [explain the goals and
objectives]. I believe that a collaboration between us could yield
significant benefits, particularly in [mention any specific areas of
interest or mutual benefit].

[Further elaborate on your proposal, including any timelines, resources,
or requirements.]

I am looking forward to the possibility of discussing this opportunity
further. Please feel free to contact me at [your phone number] or [your
email address] to schedule a meeting at your convenience.

Thank you for considering my proposal.

Sincerely,

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