

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

Subject: Letter of Intent

Dear [Recipient Name],

I am writing to formally express our intent to [briefly describe the purpose, e.g., enter into a partnership, propose a project, etc.] with [Recipient Company].

1. **Purpose**

The primary objective of this letter is to outline the preliminary terms and conditions under which we are willing to pursue this collaboration.

2. **Scope of Collaboration**

[Detail the scope, including key areas of collaboration, responsibilities, and expectations from both parties.]

3. **Timeline**

[Propose a timeline for discussions, project milestones, and deadlines.]

4. **Confidentiality**

[Include a statement regarding confidentiality to protect proprietary information.]

5. **Next Steps**

We would appreciate the opportunity to discuss this proposal further and finalize the terms of our collaboration. Please let us know your availability for a meeting.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]