

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

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

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my interest in [specific subject or opportunity, e.g., "pursuing a partnership with Zepbound"]. This letter serves as a formal intent to [briefly describe the purpose, e.g., "explore collaboration opportunities that benefit both parties"].

My background in [your background and experience relevant to the subject] aligns with [Company Name]'s mission and objectives. I believe that a partnership could [describe potential benefits or outcomes].

I propose that we schedule a meeting to discuss this opportunity in further detail. I am available on [provide a few options for meeting times], but I am open to other dates that might work for you.

Thank you for considering this proposal. I look forward to your response and the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name, if applicable]