

[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 [state the purpose of the letter, e.g., collaborate, partner, provide services] with [Company/Organization Name].

Overview of Intent:

Provide a brief overview of your intentions and the objectives you hope to achieve through this collaboration.

Scope:

Outline the specific areas of interest or potential projects that you would like to discuss further.

Benefits:

Highlight the mutual benefits of this collaboration for both parties.

Next Steps:

Propose the next steps towards formalizing this intent, such as scheduling a meeting or drafting a formal agreement.

Thank you for considering this letter of intent. I am looking forward to the opportunity to work together.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]