

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Letter of Intent

We, [Your Company Name], are pleased to express our intention to enter into a potential partnership with [Recipient Company Name].

1. ****Purpose****

The purpose of this letter is to outline the preliminary understanding between our two companies regarding [brief description of the purpose, e.g., a joint venture, product development, etc.].

2. ****Objective****

The main objective of this partnership is to [describe the objective, e.g., collaborate in developing a new product, enhance market presence, etc.].

3. ****Terms of Agreement****

a. Collaboration Scope: [Briefly outline the scope of work].

b. Timeline: [Propose a timeline for the partnership].

c. Confidentiality: Both parties agree to maintain confidentiality of shared information.

4. ****Next Steps****

We propose to schedule a meeting on [suggest a date] to discuss this collaboration further.

We look forward to the opportunity to work together and achieve mutual success.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]