

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, Postal Code]

Dear [Recipient's Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly state purpose, e.g., collaborate, establish a partnership, engage in a business transaction] with [Company Name].

[Provide a brief introduction about yourself or your organization, including relevant background information.]

The purpose of this letter is to outline our preliminary understanding of the proposed [collaboration/transaction] and to set forth the key terms that we believe would govern our future discussions:

1. ****Objective****: [Clearly define the objective of the collaboration/transaction.]
2. ****Scope****: [Detail the scope of work, services, or products involved.]
3. ****Timeline****: [Provide an estimated timeline for the project or agreement.]
4. ****Confidentiality****: [Mention any confidentiality agreements or expectations.]
5. ****Next Steps****: [Outline the next steps and intended actions following this letter.]

We believe that our collaboration could yield substantial benefits to both parties, and we are eager to discuss this further. Please feel free to contact me at your earliest convenience to arrange a meeting to explore this opportunity.

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

Warm regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, Postal Code]
[Your Company Phone Number]