

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

[Recipient Name]
[Recipient Title]
[QNAP Systems, Inc.]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [briefly describe the purpose, e.g., purchase QNAP products, collaborate on a project, etc.].

As a [your position/title] at [your company/organization name], I believe that a partnership with QNAP could be mutually beneficial due to [briefly outline reasons, such as shared goals, expertise, market opportunities, etc.].

We are particularly interested in [specific products, services, or areas of collaboration]. Our objectives include [list objectives or outcomes you hope to achieve].

I would like to propose a meeting to discuss this further and explore our potential collaboration. Please let me know your available dates and times.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]