

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

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

Dear [Recipient Name],

Subject: Letter of Intent for VMware Services

I am writing to express our intention to engage [Recipient Company] for VMware services to enhance our IT infrastructure and operations. We believe that your expertise in virtualization technology and cloud solutions aligns perfectly with our strategic objectives.

Scope of Services:

- [Brief description of services required]
- [Additional services if necessary]

Objectives:

- [Outline specific goals and objectives]

Timeline:

- [Proposed timeline for engagement]

We look forward to discussing this opportunity further and exploring how we can work together effectively. Kindly confirm your interest in pursuing this collaboration.

Thank you for considering our request.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]