

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

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

I am writing to express my intent to [describe the purpose, such as enter into a business agreement, collaborate, etc.]. This letter outlines the preliminary understanding between [Your Name/Your Company] and [Recipient's Name/Recipient's Company] regarding [specific project or purpose].

1. **\*\*Purpose\*\***

[Briefly explain the purpose of the letter and the intended collaboration.]

2. **\*\*Scope of Work\*\***

[Describe the specific tasks or responsibilities of each party involved.]

3. **\*\*Timeline\*\***

[Outline the expected timeline for the proposed project or partnership.]

4. **\*\*Confidentiality\*\***

[Include any confidentiality requirements, if applicable.]

5. **\*\*Next Steps\*\***

[Explain the next steps both parties should take to move forward.]

This Letter of Intent is a preliminary document and is not intended to create a binding agreement. A definitive agreement will be negotiated and executed separately.

I look forward to the opportunity to discuss this further. Please feel free to contact me at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

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