

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

Dear [Recipient Name],
Subject: Letter of Intent

I hope this message finds you well. This letter serves to express our intent to engage in discussions regarding a potential business arrangement between [Your Company] and [Recipient Company].

1. ****Purpose****

We aim to explore opportunities in [briefly describe the nature of the business arrangement, e.g., collaboration, partnership, acquisition, etc.].

2. ****Scope of Discussions****

We propose the following areas for discussion:

- [Area 1]
- [Area 2]
- [Area 3]

3. ****Timeline****

We would like to initiate discussions by [proposed start date] and aim to have a preliminary agreement in place by [proposed end date].

4. ****Confidentiality****

Both parties agree to keep any sensitive information shared during discussions confidential.

5. ****Non-Binding Agreement****

This letter represents our intentions and does not constitute a binding agreement between the parties.

We look forward to the opportunity to discuss this further and explore how we can work together to achieve mutual success. Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting at your earliest convenience.

Thank you for considering this opportunity.

Sincerely,

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