

Letter of Intent

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We, [Your Company Name], are pleased to express our intention to enter into a joint venture with [Vendor Name] to collaborate on [specify project or purpose]. We believe that combining our strengths will create significant value for both parties and drive mutual success.

This letter serves as a preliminary expression of our intent, underlining our commitment to work together and explore the potential benefits of this joint venture. We propose to discuss the following key aspects:

- Objectives of the joint venture
- Roles and responsibilities of each party
- Financial contributions and profit-sharing mechanisms
- Timeline and project milestones

We are eager to arrange a meeting to discuss our ideas further and outline the next steps in formalizing our partnership. Please let us know your availability in the coming weeks.

Thank you for considering this opportunity. We look forward to your positive response and to the prospect of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]