

Letter of Intent to Establish a Business Partnership

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to express our intent to establish a business partnership between [Your Company Name] and [Recipient Company Name]. We believe that our combined strengths and resources can lead to mutually beneficial outcomes in the marketplace.

The proposed partnership aims to [briefly describe the goals and objectives of the partnership]. We envision collaboration in areas such as [list potential areas of collaboration].

We are excited about the prospect of working together and would like to schedule a meeting to discuss this opportunity in more detail. Please let us know your availability for a meeting in the coming weeks.

Thank you for considering this partnership. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]