

Letter of Intent

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],

I am writing to express my interest in forming a business partnership between [Your Company Name] and [Recipient Company Name]. We believe that collaborating our resources and expertise can lead to mutually beneficial results and enhanced market presence.

Initially, we propose to [briefly outline the intended collaboration and potential benefits]. We see great potential in leveraging our strengths to achieve [specific goals].

This letter serves as a formal expression of our intent to explore this partnership further. We would appreciate the opportunity to discuss this proposal in more detail at your earliest convenience.

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

Sincerely,

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