

# Letter of Intent for Service Contract Negotiation

Date: [Insert Date]

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

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

Dear [Recipient Name],

We, [Your Company Name], express our intent to negotiate a service contract with [Recipient Company Name] for [brief description of services]. This letter serves as a preliminary agreement and outlines the basis of our negotiation.

We believe that a partnership between our companies could mutually benefit us in achieving our business goals. We are particularly interested in discussing [specific aspects of the service or terms you wish to negotiate].

We propose to schedule a meeting at your earliest convenience to discuss the following key points:

- Scope of Services
- Pricing Structure
- Timeline of Implementation
- Performance Metrics

We look forward to the opportunity to collaborate and achieve a successful agreement. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to confirm a suitable time for our meeting.

Thank you for considering this proposal. We are eager to explore the possibilities of working together.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]